DOCUMENT RESUME

ED 140 773 IR 004 372

AUTHOR	Tighe, Ruth L., Comp.; Levine, Jamie J., Comp.
TITLE	On-Line Shared Cataloging in NELINET Libraries: Report of a Survey.
INSTITUTION	New England Board of Higher Education, Wellesley, Mass. New England Library Information Network.
SPONS AGENCY	Council on Library Resources, Inc., Washington, D.C.
REPORT NO	NELINET-76-1
PUB DATE	76
GRANT	CRL 657
NOTE	666p.; For related document, see IR 004 759 DES
EDRS PRICE	MF-$1.16 HC-$35.49 Plus Postage.
DESCRIPTORS	*Cataloging; *Information Networks; Library Automation; Library Cooperation; Library Networks; Library Surveys; *Library Technical Processes; Questionnaires; *Use Studies
IDENTIFIERS	NELINET; New England Library Information Network; Ohio College Library Center; On Line Shared Cataloging

ABSTRACT

A questionnaire was distributed to New England Library Information Network (NELINET) members in early 1975. Its purpose was (1) to document how NELINET libraries were using the Ohio College Library Center's (OCLC) on-line shared cataloging system, (2) to enable participating libraries to compare themselves with each other, and (3) to provide information to libraries considering joining NELINET. This report is divided into three parts: (1) the reproduction of the text of the questionnaire, including a summary of responses and commentary on specific questions; (2) a brief description of each responding institution, including the type of library, its budget and staff size; and (3) the response of each institution to each survey question and results of the survey are in Part 3, Section 2 of the report. (DAG)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

ED140773

NELINET Report No. 76-1

On-Line Shared Cataloging in NELINET Libraries: Report of a Survey

compiled and edited
by
Ruth L. Tighe
and
Jamie J. Levine

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

IR004372

new england library information network
new england board of higher education
40 grove street, wellesley, massachusetts 02181
1976

TABLE OF CONTENTS

Dedication i

Acknowledgments iii

Introduction v

How To Use This Report ix

Part One - Reproduction of Survey

I: Background 1

- Section I: General Information 1
- Section II: Technical Services Information 3
  - A. Classification System 3
  - B. Subject Headings 4
  - C. Branch/Department Processing 5
  - D. Public Catalog Arrangement 6
  - E. Acquisition Pattern 7
  - F. Retrospective Conversion 7
  - G. Reclassification 9
  - H. Special Collections 10

II: Operations 11

- Section I: Pre-Order Searching 11
- Section II: Post-Order Search 14
- Section III: Search with Book in Hand 15
- Section IV: Treatment of Records Found in the Data Base 18
- Section V: Treatment of Records Not Found in the Data Base 24
- Section VI: Workflow After Cards are Produced 29
- Section VII: Records Kept 34
- Section VIII: Terminal Time Allocation 35
- Section IX: Alternate Methods of Card Production 36
- Section X: Interlibrary Loan Use 37
- Section XI: Down Time 39
- Section XII: Tally of Monographs Searched 40
- Section XIII: Record of Time Required to Input Workform Data 41
- Section XIV: Tally of Records Used for Card Production 42

Part Two - Description of Libraries Surveyed

- Amherst College 43
- Andover Newton Theological Seminary 44
- Boston University 45
- Bowdoin College 46
- Brown University 47
- Clark University 48
- Colby College 49

Part Two - Description of Libraries Surveyed (continued)

Connecticut College 50
Connecticut State Library 51
University of Connecticut 52
Curry College 53
Dartmouth College 54
Fairfield University 55
Ferguson Library 56
Gordon-Conwell Theological Seminary 57
Hampshire College 58
Hartford Public Library 59
University of Hartford 60
Harvard University 61
Harvard Divinity School 62
Maine Maritime Academy 63
Maine State Library 64
University of Maine at Portland/Gorham 65
Massachusetts Institute of Technology 66
Middlebury College 67
Mount Holyoke College 68
University of New Hampshire 69
Newton College 70
Northeastern University 71
Perrot Memorial Library 72
Plymouth State College 73
Rhode Island College 74
Rhode Island Department of State Library Services 75
University of Rhode Island 76
Roger Williams College 77
Smith College 78
Stratford Library Association 79
Trinity College 80
Tufts University 81
United States Naval War College 82
University of Vermont 83
Wellesley College 84
Wesleyan University 85
Wheaton College 86
Worcester Polytechnic Institute 87
Worcester State College 88
Yale University 89

Part Three - Institution Responses to Survey Fiche Pocket (back cover)

DEDICATION

In most complex projects such as this report represents, there is usually one person who conceives the core idea from which the project evolved. As time goes on, the elegance and simplicity of the idea become progressively obscured by nagging and unforeseen problems which come out of nowhere to frustrate and divert the realization of the idea.

But, sometimes an agile imagination is coupled with perseverance and intelligence in the same person. Ruth L. Tighe, formerly NELINET's Assistant Director for Field Operations, is such a person. She conceived the idea and shaped it into maturity. It is to Ruth that this report is dedicated.

Ronald F. Miller

Ronald F. Miller, Director
NELINET

5

ACKNOWLEDGMENTS

A great number of people contributed to the various stages of the development of this report. Special thanks go to Helen Madden and Ann Hocevar for their insightful suggestions in the formative stages of the survey; to Ann Sitkin, Pam Reekes, Margaret Michaud and Linda Bartley for the long hours volunteered for the data reduction.

INTRODUCTION

PURPOSE OF THE SURVEY

This report embodies the results of a questionnaire distributed to the NELINET membership in the early months of 1975. The purpose of gathering the information was seen as being threefold:

1. it would serve to document how NELINET libraries were using the OCLC on-line shared-cataloging system at that point in time,
2. it would enable participating libraries to compare their operation with that in similar libraries, however designated, and
3. it would provide helpful information to libraries which were considering joining NELINET.

There is no question that the delay in publishing the data will have negated some of the anticipated benefits. Nonetheless, it was felt that enough residual value remained to still make publication worthwhile. As a record of how NELINET libraries were using the system at that time, it retains its original value. No other source of comparable data exists.

As a source of data by which to compare operations among libraries, this record should be regarded with some reservation. Some of the responding institutions had just recently joined NELINET, and were still in the throes of adapting to new procedures when this snapshot of their work flow was taken. Their patterns can be expected to have changed. Others, due to either a surfeit or shortage of funds, or change in staff, or for whatever reason, may no longer be doing things as they were when the survey was taken. It cannot, therefore, be assumed that what is recorded here reflects current practice in specific institutions. Only direct contact can confirm the amount of change each institution has undergone.

There is, however, sufficient depth of data to provide interested non-members with most of the information they may seek.

SCOPE OF THE SURVEY

The scope of the questions asked was limited to those that would meet the purpose of the study: to record ongoing system-related practices in NELINET member libraries. The survey made no attempt to collect cost data; it did not inquire into other library practices or policies. There were two reasons for this:

1. at the time two other networks were planning surveys of their membership with an emphasis upon cost data, and it seemed redundant to launch another one, and

2. given the resources and staff available at the time, it was not feasible to conduct a more extensive survey.

Other limitations upon the use and interpretation of the data must be mentioned:

1. The questionnaire was not intended to elicit evaluative data. At the risk of appearing redundant, it must be reiterated that the function of the survey was merely to record what existed at a particular historical time.

2. Few generalizations can be made based solely upon the survey results as tabulated herein. While some groupings of responses do seem to emerge, inspection of the data reveals that sometimes the reasons for this apparent similarity are not attributable to the same causes. To the compilers of the data, at least, it became clear that the specific characteristics of each individual institution had a major impact on the way it was using the system. Moreover, initial attempts to group libraries by type, or size, or acquisition policies in the expectation that discernible patterns of dependent data would emerge failed to yield any evidence that such patterns existed. In almost every case, this lack of similarity could be ascribed to narrowly circumscribed local conditions: the effects caused by unionization of library personnel may have distorted the count of level of staff employed in a particular cataloging process. The personal preferences of the library director of a small institution could have the same effect. To cite a specific example: Harvard's intent to convert to the Library of Congress classification, which had not yet been formally resolved at the time of the survey, clearly affected some of its responses to the questionnaire. Thus, the questionnaire summaries in Part One of this report should be considered neither typical nor definitive. Staff personalities, variations in local funding patterns, internal staffing policies, length of time on the system, clientele served--all reflect institution-specific circumstances that are difficult to generalize. However, this is not to deny the possibility that if data were to be more extensively manipulated, valid patterns of comparison would emerge.

3. Both for the reason cited above, and because it was felt that the criteria used for identifying themselves with other members varied with each respondent, in Part Three of the report the libraries are arranged in alphabetical order rather than by size, type, or state. It is hoped

that such an arbitrary arrangement will promote serendipitous discovery of interesting practices in unexpected places.

4. No effort has been made to confirm the information provided on the questionnaire with the individual respondent, or to compare it with known sources of similar data. In any case, collection of statistical data, except in certain limited areas, was not a purpose of the survey. Other sources such as institutional annual reports and federal and state reports are available to researchers needing correlative information.

HOW TO USE THIS REPORT

This report is divided into three interrelated parts.

Part One reproduces the full text of the questionnaire, including summary of the responses and commentary on specific questions. This part of the report gives the reader an overview of the form and content of the survey instrument sent to the libraries, and a cursory summary of the responses. A reader interested in finding data, such as the number of libraries using an OCLC terminal for pre-order searching, should consult the Table of Contents to find the page on which this information appears in Part One.

Detailed information on each institution's responses to particular questions can be found in Parts Two and Three. For responses to the General Information questions, refer to Part Two, pages 43 through 89; for the Technical Services and Operations questions, refer to Part Three (microfiche).

Part Two contains a brief description of each responding institution arranged in alphabetical order. Each description includes information about the type of library, its budget, staff size, and the date on which the library went on-line to OCLC. A reader interested in learning how an institution of a particular type, size or budget uses the OCLC system should read through Part Two to find the library meeting these specifications and then go to Part Three to see how this institution answered any or all of the survey questions.

Part Three presents the response of each institution to each of the survey questions. Because of the sheer bulk of the responses, this part is produced in microfiche form. The responses are presented in tabular form; the responding institutions are listed alphabetically across the top of the fiche sheet and the questions are listed sequentially down the side of each fiche, allowing the reader to scan either all institutions' responses to a particular question, or a particular institution's responses to all questions.

Eye-readable guide frames showing section and page numbers appear in the left column of each fiche. Using a page number from Part One as a reference point, the reader may easily relate a question from that page in Part One to its location on the fiche.

Throughout this report, the following codes are used to describe staff levels:

A = Librarian (Master's Degree in Library Science)

B = Librarian (Other background and training)

C = Paraprofessional (College degree)

D = Paraprofessional (Other background and training)

E = Clerk or Typist (College degree)

F = Clerk or Typist (Other background and training)

Other staff categories were added by some institutions; these are defined in the description of such institutions in Part Two.

Commentary beyond standard answers appears in italics which represent either a direct quote or a condensation of an institution's response.

PART ONE

REPRODUCTION OF SURVEY

Part One reproduces the full text of the questionnaire, including summary of the responses and commentary on specific questions. This part of the report gives the reader an overview of the form and content of the survey instrument sent to the libraries, and a cursory summary of the responses. A reader interested in finding data, such as the number of libraries using an OCLC terminal for pre-order searching, should consult the Table of Contents to find the page on which this information appears in Part One.

I: BACKGROUND

SECTION I: GENERAL INFORMATION

A. Name (see Instructions)

_____ Name is correct as Liaison, but name and title of person responsible for filling out questionnaire are:

The liaison is that person designated by the member library to act as primary contact with NELINET Field Operations staff and to whom all Field Operations mailings are addressed for distribution within the member library.

B. Type of Library

29 Private Academic

10 Public Academic

3 Public

5 Other

  3 State

  1 Private Library Association, Publicly Funded

  1 Federal Academic

= 47

C. Size (see Instructions)

1. Total library expenditure for fiscal 1973-1974 was $ __________. Figures ranged from $101,731 (Andover-Harvard) to $4,487,185 (Harvard). Second highest figure was $3,086,370 (University of Connecticut). Not all figures reported included all expenditures. See Institutional Summaries (Part II) for specific details.

2. Percent of this budget expended for all staff (including benefits) was $ ________. Range: 28% (Rhode Island Department of State Library Services) to 79.8% (Ferguson Public Library). Three others also reported percentages between 70 and 79%; 10 between 60 and 69%; 17 between 50 and 59%.

Comment: Noted the inclusion or exclusion of categories. See Part II for details.

SECTION I: GENERAL INFORMATION, continued

D. Our ________ (insert number) terminal(s) is/are located in (check as many as apply)

Total reported: 67

Main Library

____ Cataloging department

____ Order department

____ Public area

____ Other (please specify) ______________________

Approximately ½ of the respondents reported at least one terminal in the cataloging department. The remainder were reported as located either in the technical services area or between the catalog and order departments.

Branch or Departmental Library

Please identify: No terminals were reported as located in a branch or departmental library.

E. Please fill out the chart below to indicate staff size and allocation (see Staff definition in Instructions).

STAFF SIZE AND ALLOCATION

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)						
B. Librarian						
C. Paraprofessional (college degree)						
D. Paraprofessional						
E. Clerk or typist (college degree)						
F. Clerk or typist						

SEE INDIVIDUAL RESPONSES IN PART II.

F. Date profile became operational, and cards were first ordered.

Indicates how long libraries had been operational at the time the survey was done. Distinction is made between off-line and on-line operation, when provided.

SECTION II: TECHNICAL SERVICES INFORMATION

A. Classification System(s) now being used in your institution (see Instructions).

Only 6 reported using only Dewey in both main and branch or departmental libraries. Twenty-two reported using no Dewey in either main or branch or department. All others reported combinations of one type or another.

See Part III for individual responses.

1. Name of classification scheme

_____ Library of Congress Classification
_____ in Main; _____ in Branch or Department

_____ Dewey
_____ in Main; _____ in Branch or Department

_____ Combination of LC and Dewey
_____ in Main; _____ in Branch or Department
_____ This "duality" is a permanent arrangement.
_____ This reflects a transitional stage.

_____ Superintendent of Documents
_____ in Main; _____ in Branch or Department.

_____ Other (please explain)

Most often mentioned were special or local schemes for music, special collections or local collections.

2. Has your institution recently (within the past ten years) or is it now in the process of changing to the LC classification?

26 Yes 20 No

one responded: "in part."

If yes, was the decision to change to LC made primarily because of the decision to join NELINET and use OCLC's On-Line Shared Cataloging System?

4 Yes 21 No

If no, do you now wish you had changed to LC at the time your institution decided to join NELINET and use the OCLC system?

3 Yes 11 No

Two of the "yes's" here were provided by institutions which had said "no" to the first part of this question, and had not, therefore, answered the second part; the third "yes" was provided by an institution which had said "yes" to the first part, and "no" to the second.

SECTION II: TECHNICAL SERVICES INFORMATION, continued

B. Subject heading scheme(s) now being used in your institution (see Instructions). Check as many as apply.

1. Name of subject heading scheme.

__45__ Library of Congress Subject Headings
_____ in Main; _____ in Branch or Department or both

_____ LC modified
_____ in Main, _____ in Branch or Department

No libraries reported changing more than 50% of LC's headings

a) _____ We change more than 75% of LC's headings
_____ in Main; _____ in Branch or Department

_____ We change about 75% of LC's headings
_____ in Main; _____ in Branch or Department

__2__ We change about 50% of LC's headings
__1__ in Main; __1__ in Branch or Department

_____ We change about 25% of LC's headings
_____ in Main; _____ in Branch or Department

__27__ We change less than 20% of LC's headings
_____ in Main; _____ in Branch or Department

_____ Annotated Card Program
_____ in Main; _____ in Branch or Department

_____ Sears
_____ in Main; _____ in Branch or Department

_____ NLM
_____ in Main; _____ in Branch or Department

_____ NAL
_____ in Main; _____ in Branch or Department

_____ Other (please specify)_____________________

For individual responses, see Part III.

SECTION II: TECHNICAL SERVICES INFORMATION, continued

B. Subject Heading Scheme(s)

2. Has your institution recently (within the past 5-7 years) changed to Library of Congress subject headings?

4 Yes   43 No

a) If yes, was the decision to change to LC subject headings made primarily because of the decision to join NELINET and use OCLC's On-Line Shared Cataloging System?

3 Yes including one which referred to a (music) departmental library

2 No

If no, do you now wish you had changed to LC at the time your institution decided to join NELINET and use the OCLC system?

0 Yes   _____ No

b) Has your institution modified its use of LC subject headings to accommodate OCLC's system?

6 Yes   35 No

If yes, please expound briefly on the nature of these changes:

C. Processing for branch or departmental libraries

1. Is material for branch or departmental libraries processed through a terminal in the "main" library?

37 Yes   3 No

No response: 7

2. Was material for these branch or departmental libraries processed in the main library prior to installation of the terminal?

35 Yes (in whole or in part)   1 No

No response: 11

SECTION II: TECHNICAL SERVICES INFORMATION, continued

D. Public catalog arrangement now being used in your institution (see Instructions)

1. Type of arrangement

32 Dictionary--in Main, Branch or Department, or both

0 Classed--in Main, Branch or Department, or both

25 Divided--in Main, Branch or Department, or both

List catalog divisions: __________

____ Other (Please describe) __________

2. Has your institution recently (within the past 5-7 years) changed the arrangement of its public catalog?

18 Yes 28 No

a) If yes, was the decision to change the arrangement made primarily because of the decision to join NELINET and use OCLC's On-Line Shared Cataloging System?

3 Yes 15 No

If no, do you now wish you had made a change in the arrangement at the time your institution decided to join NELINET and use the OCLC system?

1 Yes 18 No

Some who said no here had also said no to the first part. Nine who said no to the second part did not respond to the third part.

D. Public catalog arrangement

b) Has your institution modified the arrangement of its catalog to accommodate OCLC's system?

__2__ Yes __43__ No

No response: 2

If yes, please expound briefly: ____________________

____

E. Acquisition pattern: (see Instructions) Percent of your present monographic acquisitions which are

_____% English language Range: 45-100%

_____% Other Roman alphabet Range: 0-54%

_____% Non-Roman alphabet Range: 0-7%

_____% Current imprint (i.e., last 5-7 years) Range: 65-99%

For individual responses, see Part III. To what extent responses here relate to type, size or location of library, or to the extent of use of terminal pre-order search could be, but was not, analyzed.

F. Retrospective Conversion

1. Is your institution now in the process of doing a retrospective conversion of the shelflist to machine-readable form?

__3__ Yes __44__ No

a Is this being done using the OCLC On-Line Shared Cataloging System?

__1__ Yes __2__ No

If no, please explain, briefly, how conversion is being done, and what use will be made of the resulting records.

____

____

SECTION II: TECHNICAL SERVICES INFORMATION, continued

F. Retrospective Conversion

2. Do you consider other members' retrospective conversion of their shelflist using the OCLC system

16 Of great importance to your institution

20 Of moderate importance to your institution

9 Not very important to your institution

No response: 2

3. Do you consider retrospective conversion of your institution's shelflist using the OCLC system

11 Of great importance to your institution

14 Of moderate importance to your institution

21 Not very important to your institution

No response: 1

4. If you answered that you would find converting your shelflist even moderately important, what do you consider major deterrents to doing so? (see Instructions)
Please limit your answer to the space provided.

Comments generally related to the availability of staff and terminal time, and the amount of effort involved in updating or correcting the data.

Factors which should be considered in assessing the responses to the questions above include: the length of time the institutions had been on-line, and system performance and capabilities at the time. On-line access to specific holdings information is not yet available; skepticism as to the reliability of the information recorded on the archive tape still abounds.

SECTION II: TECHNICAL SERVICES INFORMATION, continued

G. Reclassification

1. Is your institution now doing, or planning to do, a reclassification of any part of its collection to the LC classification?

22 Yes

24 No

One institution reported "considering" it.

a) If yes, will (is) this be(ing) done through the OCLC system?

21 Yes

1 No

1) If yes, please answer a-d below

(a) The OCLC terminal is (will be) used:

____ For information only

5 To request new card(s)

16 For both

(b) This will be (is being) done:

____ As a "crash" program

11 As a fairly regular operation

10 Only as time permits

(c) Proportion of total library collection being reclassified:

____ More than 75%

____ 75%

____ 50%

____ 25%

____ Less than 25%

(d) Proportion of total reclassification project completed:

____ More than 75%

____ 75%

____ 50%

____ 25%

____ Less than 25%

For individual responses to (c) and (d) see Part III.

SECTION II: TECHNICAL SERVICES INFORMATION, continued

H. Special collections:

Does your institution have "special collections" which cause problems, or necessitate considerable modification of established routine, in using the terminal for processing material?

10 Yes 37 No

1. If yes, please explain the problem/modification briefly and specifically, making your comments as brief as possible.

Because the question is not well worded, interpretation of the responses poses problems. If there is no intention of processing special collections through the terminal (perhaps because of the difficulties involved) one could have answered no to the above.

II: OPERATIONS

SECTION I - PRE-ORDER SEARCHING

A. Is the terminal used to do pre-order searching?

19 No (skip to Section II, p. 14, question B)

28 Yes (please answer questions that follow)

The question: if pre-order search is not done, why not? was not asked--and probably should have been.

Related factors to consider in assessing responses: size of staff and amount of terminal time available for acquisition use and collection scope.

1. Are all requests searched, or only specific categories?

______ All requests ______ Specific categories

a) If only specific categories, please check which ones (and fill in the blanks as applicable):

______ All Roman alphabet monographs (including English)

______ All Roman alphabet monographs published since ______.

______ All English language monographs

______ All English language monographs published since ______.

______ Series

______ Other (please specify categories)

____

____

For responses, see Part III.

SECTION I: PRE-ORDER SEARCHING, continued

A. Is the terminal used to do pre-order searching?

2. For what purpose is this pre-order search generally done? Check as many as apply.

____ To verify entry

____ To obtain publisher's name

____ To determine whether library already has a copy

____ To determine whether another library has a copy

____ Other (please elucidate)

____

This information was not tallied as a total here, since many libraries checked more than one category; see part III.

3. Is information found in this search recorded?

27 Yes   1 No

a)

If yes, what kind of information is recorded?	Where is it recorded (e.g., multiple order form, etc.)?
____________	____________
____________	____________
____________	____________

For individual responses, see Part III.

SECTION I: PRE-ORDER SEARCHING, continued

A. Is the terminal used to do pre-order searching?

4. At what point in the pre-order search process is the terminal used?

13 Before any other tool is consulted

4 Only if search in tools regularly consulted fails

10 Somewhere in-between

Related factors to consider: length of time library had been on-line, workflow patterns, composition of staff....

a) If "somewhere in-between" please outline normal search sequence to indicate at what point terminal search is done, and briefly give the rationale for that sequence, in the space provided.

5. If the item is not found in the initial pre-order search, is it re-searched before an order is placed?

8 Yes 19 No

One response: sometimes

a) If yes, when and for what purpose?

SECTION II: POST-ORDER SEARCH

A. Are items which were found, and ordered, re-searched before receipt of the item?

__0__ Yes   __36__ No

No response: 11

1. If yes, for what purpose is this search generally done?

_____ To record preliminary cataloging data

_____ To record information needing further checking (in authority file, for instance)

_____ Other

____

____

2. If yes, what kind of information is recorded?	Where is it recorded?
__________________	__________________
__________________	__________________

B. Are items which were not found (or not searched) in the data base, but that were ordered, (re-)searched before receipt of the item?

__1__ Yes   __43__ No

No response: 3

1. If yes, for what purpose is this search generally done?

__X__ To record preliminary cataloging data

__X__ To record information needing further checking (in authority file, for instance)

_____ Other

____

27

SECTION II: POST-ORDER SEARCH, continued

B. Are items which were not found (or not searched) in the data base, but that were ordered, (re-)searched before receipt of the item?

2. If yes, what kind of information is recorded? ______________________ ______________________

Where is it recorded? ______________________ ______________________

C. Are cards ever ordered through the system before books are received?

1 Yes   44 No

No response: 2

1. If yes, under what circumstances?

Special "processing center" situation

SECTION III: SEARCH WITH BOOK IN HAND

A. Are all monographs received searched on the terminal?

31 Yes   16 Only certain categories

Related factors to consider: collection scope, acquisition pattern, size of library, clientele served.

1. If only certain categories are searched, please check which ones, and fill in the blanks as applicable:

_____ All Roman alphabet monographs

_____ All Roman alphabet monographs published since _____

_____ All English language monographs

_____ All English language monographs published since _____

_____ Series

_____ Other (please define categories)

____

For responses, see Part III.

SECTION III: SEARCH WITH BOOK IN HAND

B. Have priorities been established for processing items through the terminal?

36 Yes   9 No

Two responses were ambiguous

1. If yes, please indicate priority levels assigned to the following categories, according to the following code: H = high priority; L = low priority; N = no special priority.

____ Request item
____ Rush item
____ Reference item
____ Reserve item
____ Gift item
____ Current English language monograph
____ Non-current English language monograph
____ Current Roman alphabet monograph
____ Non-current Roman alphabet monograph
____ All English language monographs
____ All current monographs
____ Series
____ Other (please specify)

____

Some differences were discernible by type of library--particularly between academic and public libraries. See Part III.

2. By which staffing level (see Staff definitions in Instructions) is assignment of items to these priority levels made?

Answers here varied widely (see Part III for specific responses)

C. At what point in this pre-cataloging search process is the terminal used?

42 Before any other tool is consulted

1 Only if search in tools regularly consulted fails

3 Somewhere in-between

One ambiguous response

SECTION III: SEARCH WITH BOOK IN HAND, continued

C. At what point in this pre-cataloging search process is the terminal used?

1. If "somewhere in-between," please outline briefly the normal search sequence to indicate at what point terminal search is done, and give the rationale for the sequence in the space provided.

____

____

D. For this searching, in what sequence are the search keys generally used? (To answer, please use numbers, starting with 1 as the first key used):

This question was poorly constructed. The OCLC Control Number should not have been included as a choice. In addition, responses were, in some cases, skewed because a new search key (author) became availavailable during this period.

_____ Author/title

_____ Title

_____ LC card number

_____ OCLC control number

E. If the sequence varies, what conditions contribute to a determination of the order in which the search keys are used?

In part for the same reasons, this question yielded little useful information.

_____ Prolific author

_____ Common initial title words

_____ Already have OCLC control number

_____ Other (please specify)

____

____

For responses, see Part III.

SECTION IV: TREATMENT OF RECORDS FOUND IN THE DATA BASE

A. Acceptance of records

1. LC as "cataloging source" (exclusive of C.I.P.)

a) If the book in hand matches the record on the screen, is the data displayed automatically accepted?

_21_ Yes   _24_ No

2 ambiguous responses

b) If it is not automatically accepted, are there particular fields (exclusive of LC spelling errors, etc.) that you consistently add, verify or modify?

_27_ Yes   _2_ No

c) If yes, of what fields is this true? (check as many as apply.)

_____ LC class number
_____ Dewey class number
_____ Cutter
_____ Main entry
_____ Title
_____ Imprint

_____ Collation
_____ Series
_____ Notes
_____ Added entries
_____ Subjects
_____ Other (please specify)

Judging from the pattern of the responses, some libraries interpreted (c) to mean: if the answer to (a) is yes, of what fields is this true?

2. Cataloging-in-Publication (C.I.P.)

a) Is the data provided automatically accepted if the record is C.I.P.?

_15_ Yes   _32_ No

A. Acceptance of records

2. Cataloging-in-Publication (C.I.P.)

b) If the data is not automatically accepted, are there particular fields (exclusive of collation, or LC spelling errors, etc.) that you consistently add, verify or modify?

_25_ Yes   _3_ No

c) If yes, of what fields is this true? (check as many as apply)

____ LC class number   ____ Series

____ Dewey class number   ____ Notes

____ Cutter   ____ Added entries

____ Main entry   ____ Subjects

____ Title   ____ Imprint

____ Other (specify; it is assumed collation field must be added)________________

(See comment for (c) on previous page)
Oddly enough, C.I.P.'s major inadequacies (i.e., accuracy of title, completeness of subject, and absence of notes) were not the major fields checked.

3. "Contributed" (member input) records:

a) Are other institutions' records automatically accepted?

_0_ Always   _29_ Sometimes   _15_ Never

Of the remaining three, one said: "almost always," one response was ambiguous, and the answer page was missing for the third one.

SECTION IV: TREATMENT OF RECORDS FOUND IN THE DATA BASE, continued

A. Acceptance of records

3. "Contributed" (member input) records:

b) If so, under what conditions are such records accepted without change? (check as many as apply)

Record has:

For responses see Part III.

____ LC card number and 050 field

____ LC card number and 090 field

____ LC card number and 092 field

____ LC card number, 050 field and OCLC control number above 350,000

____ 090 (or 092) field and OCLC control number above 350,000 (but no LC card number or 050)

____ No LC card number, or 050 field, but has certain "acceptable" libraries as "Cataloging Source."

____ Other (please specify):

____

____

c) If they are not automatically accepted, are there particular fields that you consistently add, verify or modify?

35 Yes 6 No

6 answers were either not supplied, or not used.

SECTION IV: TREATMENT OF RECORDS FOUND IN THE DATA BASE, continued

A. Acceptance of records

3. "Contributed" (member input) records:

d) If yes, of what fields is this true? (check as many as apply)

_____ LC class number

_____ Dewey class number

_____ Cutter

_____ Main entry

_____ Title

_____ Imprint

_____ Collation

_____ Series

_____ Notes

_____ Added entries

_____ Subjects

_____ Other (please specify): ______________________

B. Checking files

What correlations, if any, are relevant here?

1. Are particular files or sources checked before cards are produced?

11 Always 29 Sometimes 3 Never

4 responses fell in-between.

2. If "always" or "sometimes," please fill in the chart below to indicate how often (i.e., "always" or "sometimes") which files are checked, when, and by which staff level.

File Checked	Staff Level (see Staff definitions in Instructions)	Time of Checking			
		Before Cards Produced	When Cards Received	When Cards Filed	Other
Name Authority File					
Series Authority File					
Uniform Titles					
Shelflist					
Classification Tables					
Main Catalog					
NUC					
Other: __________					

SEE PART III

B. Checking files

3. If such files are not regularly checked, please specify the circumstances under which they are checked: ____________________________

____

4. If files are checked before cards are produced, what is done with the record on the screen while this searching is being done?

Some ambiguity exists here--it depends on when given files are checked in the overall sequence.

_____ Left on the screen

_____ Put in Save, and Save number recorded

_____ LC card number recorded

_____ OCLC control number recorded

a) Please indicate the kind of form on which this information is recorded (i.e., order slip, input workform, search form, etc.) and enclose a copy of the form.

____

5. Has a change been made in this policy of checking files between the time you first started using the system and the time of this questionnaire?

7 Yes 40 No

The responses here may be affected by how long an institution had been on-line.

If yes, please describe the change made in the space provided:

"...adaptation of procedures to use of the system is a continuing process."

SECTION IV: TREATMENT OF RECORDS FOUND IN THE DATA BASE, continued

C. Editing records

1. Is the staff member who uses the terminal for card production empowered to make any changes to the record before card production is requested?

__44__ Yes   __2__ No

For one institution, the answer page here was missing.

2. If yes, what changes may the terminal operator make on her/his own initiative?

Correlation should be made here with the level of staff operating the terminal.

____ Modify main entry

____ Correct spelling/typographical errors

____ Add collation

____ Add bibliographic note

____ Change imprint data

____ Add contents note

____ Modify tracings

____ Other (please specify):

____

____

Please add, in the space provided, any additional information you think would be helpful to other libraries in identifying terminal operator responsibility in card production activity:

____

____

____

SECTION V: TREATMENT OF ITEMS NOT FOUND IN THE DATA BASE

A. Re-searching

1. Are items generally held for re-searching?

45 Yes   2 No

2. If yes, which categories are held for re-searching?

____ All   ____ Foreign language

____ CIP   ____ Pre-1967

____ Very new

____ Other (please explain): ____________

For responses see Part III.

3. If items are held for re-searching,

a) What is the time period between searches?

Range: 1 week to 6 months

b) How many times is the item re-searched prior to "original" input?

____

c) Does the patron have access to information about such "held" items?

33 Yes   12 No

The question should have read: does the patron have direct access.... thus, some yes's reflect referral, or indirect accessibility.

d) How is this access provided? ____________

____

____

SECTION V: TREATMENT OF ITEMS NOT FOUND IN THE DATA BASE, continued

A. Re-searching

3. If items are held for re-searching,

e) If changes have been made in the re-searching cycle between the time your institution first started using the system and the time of this questionnaire, please describe the change, and the reasons for it, in the space provided:

____

____

B. Other sources searched

1. Are sources other than the terminal searched before original cataloging is done?

46 Yes 0 No

1 institution reported it had not yet worked out its procedures.

2. If yes, what sources are searched?

____ NUC Only one did not cite NUC

____ MCRS

____ LC Proof Slips

____ LC Depository Cards

____ Foreign national bibliographies

____ Your own catalog

____ Other (please specify): ________________

Since many checked more than one, this is not tallied here. Related factors include length of time on the system, size of the library budget, collection scope, etc.

3. If yes, what staffing level is used for this search (see Staff definitions in Instructions)?

____

SECTION V: TREATMENT OF ITEMS NOT FOUND IN THE DATA BASE, continued

B. Other sources searched

4. If copy is found, is it transcribed directly onto an input workform?

_____ Yes _____ No

a) By what level of staff? ______________________

5. If no,

This question was poorly worded. To some extent, how the information is recorded depends upon where it was found.

a) How is the information recorded?

_____ Manually taking notes

_____ Camera

_____ Copy machine

_____ Other (please specify): ________________

b) By what staff level is this recorded?

____

c) How is this information then prepared for input? By what level of staff?

How		Staff Level
_____	Copied onto input workform	_____
_____	Attached to input workform	_____
_____	Tagged	_____
_____	Enlarged and tagged	_____
_____	Other (please explain)	_____

____

For responses, see Part III.

SECTION V: TREATMENT OF ITEMS NOT FOUND IN THE DATA BASE, continued

B. Other sources searched

5. If no,

d) If the staff level varies consistently, please describe the circumstances under which such variation occurs: ____________

____

____

e) Before input, are workforms revised by someone other than the person who filled them out?

15 Yes ____ Staff level

13 Always

5 Sometimes

19 No

Not everyone answered each part here.

C. Original Cataloging (i.e., no copy found)

1. Please describe briefly the process of assigning items for original cataloging when no copy has been found.

____

____

2. Is the terminal utilized in any way in the process of this original cataloging?

32 Yes 14 No

One response: n/a

a) If yes, please explain:

Some humorous comments were made here:
- "in an advisory capacity"
- "for clues"
- "one last search"

SECTION V: TREATMENT OF ITEMS NOT FOUND IN THE DATA BASE, continued

C. Original Cataloging (i.e., no copy found)

3. What level of staff does this original cataloging? (see Staff definition in Instructions)

   31 said A only; the remainder said A and/or other levels.

4. Does the same person then assign the tags for input?

   38 Yes 6 No

   Of the three remaining, one said "sometimes," one reported this n/a, and one answer sheet was missing.

D. Inputting

1. What level of staff does the inputting? (see Staff definition in Instructions)

   ____

2. Is one of the procedures described in the Manual for On-Line Cataloging on pages 52-57 followed?

   _____ Yes _____ No

   Answers here may be a reflection of length of time on the system--and/or resourcefulness of staff.

   a) If yes, which one? Method # ____________________

   b) If not, please briefly outline the procedure followed:

      This data was not reduced in Part III.

3. Does the same level of staff always do the inputting, or does this vary for particular areas, such as foreign language input, etc.?

   33 Same level 11 Level varies

   Of the three missing, two answers read "n/a" and one was missing the page.

SECTION V: TREATMENT OF RECORDS NOT FOUND IN THE DATA BASE, continued

D. Inputting

3. Does the same level of staff always do the inputting, or does this vary for particular areas, such as foreign language input, etc.?

   a) If the level varies, please describe the circumstances under which such variation occurs:

   ____

   ____

4. Is inputting revised (i.e., by someone other than the person doing the inputting)?

   12 Never   21 Always

   11 Sometimes (please explain)

   One response: n/a; 2 did not provide a response.

5. If inputting is revised, is it done by:

   5 The person who prepared the workform

   22 Someone else

   If "someone else," please specify level of staff: ______________________________

   No response: 16; 4 said either or both.

SECTION VI: WORKFLOW AFTER CARDS ARE PRODUCED

A. The book

1. What is done to the book before it leaves the terminal?

   _____ Nothing

   _____ Marked with accession number

   _____ Marked with call number

   _____ Marked with ownership stamp

   _____ Other (specify): ______________________________

For responses, see Part III.

SECTION VI: WORKFLOW AFTER CARDS ARE PRODUCED, continued

A. The book

2. What information from the terminal is recorded about the book before it leaves the terminal?

	Recorded On		
	Workform	Order Slip	Other (specify)
Call number			
Author/Title			
Other (specify)			

For responses, see Part III.

3. What is done to book after it leaves the terminal?

Is this done to book before or after cards are received?

_____ Date due slip added _____

_____ Spine label added _____

_____ Pocket added _____

_____ Call number added _____

_____ Charge cards added _____

_____ Accession no. added _____

_____ Ownership stamp added _____

_____ Other (specify) _____

____

____

For responses, see Part III.

A. The book

4. Are books held until cards are received?

12 Always 4 Sometimes 31 Never

Though 12 answered "always," only 5 did not qualify their response.

If books are held "sometimes," please explain circumstances: ____________________

____

____

5. Are books compared with the cards when the cards are received?

8 Always 5 Sometimes 34 Never

a) If books are compared with cards "sometimes," please explain circumstances:

____

____

____

6. Does this represent a change in practice during the time you have been on the system?

7 Yes 39 No

If yes, please explain the nature of the change briefly: ____________________

____

____

B. The cards

1. Are the cards routinely checked when they are received?

44 Yes 3 No

SECTION VI: WORKFLOW AFTER CARDS ARE PRODUCED, continued

B. The cards

2. If yes, which cards are checked? (check all that apply)

_____ Shelflist

_____ Main entry

_____ Other ____________________

See Part III for individual responses.

a) When are the cards checked?

_____ Upon receipt

_____ During filing, by the filer

_____ During filing, by the revisor

3. If yes, against what are the cards checked?

_____ OCLC provided card totals

_____ Shelflist

_____ Worksheets

_____ Other (please specify)

4. Does your institution's current card checking policy represent a change in practice during the time you have been on the system?

__8__ Yes __39__ No

If yes, please explain the nature of the change briefly: ____________________

45

SECTION VI: WORKFLOW AFTER CARDS ARE PRODUCED, continued

B. The cards

5. If errors are discovered on the cards, are new cards ordered?

5 Always   40 Sometimes   _____ Never

One said: "usually always;" one did not respond.

a) If "sometimes," what factors determine whether corrections are made manually or new cards are ordered?

An unrevealing question; as could be expected, the comment here, almost unanimously, was: it depends upon the extent of the problem.

b) What level of staff makes this decision?

____

6. Please fill in the chart below to indicate at what point, and by what staffing level, error, update and duplicate record forms are filled in:

	DURING PROCESS OF:						
FORM	STAFF LEVEL	PRE-ORDER	EDIT	INPUT	REVISION	CARD CHECKING OR FILING	OTHER
ERROR							
UPDATE							
DUPLICATE RECORD							

SEE PART III

SECTION VII: RECORDS KEPT

A. Is a record kept of problems with the terminal or with system behavior?

35 Yes 12 No

1. Is this done on a regular basis?

25 Yes 10 No

No response: 12

a) If yes, please specify frequency:

b) Please describe briefly, or enclose a sample.

c) Please state briefly how long such records are retained, and what use is made of them:

B. Are statistics kept of terminal processes (i.e., numbers of items searched, items found, cards produced, records input, etc.)?

36 Yes 11 No

1. If yes, please specify frequency:

2. Please describe briefly, or enclose a sample.

SECTION VII: RECORDS KEPT, continued

B. Are statistics kept of terminal processes (i.e., numbers of items searched, items found, cards produced, records input, etc.)?

3. Please state briefly how long such records are retained, and what use is made of them:

____

____

SECTION VIII: TERMINAL TIME ALLOCATION

A. Please fill in the chart below to indicate what level of staff is used for which terminal functions, and (if applicable) the hours allotted to each activity on the terminal over an average week. (see Staff definitions in Instructions)

TERMINAL OPERATIONS																	
Pre-order Search		"Interim" Search		Cataloging Search		Editing		Original input		Revision		Actual Card Production		ILL		Other	
s/1	Hrs/wk	s/1	Hrs/wk	s/1	Hrs/wk	s/1	Hrs/wk	s/1	Hrs/wk	s/1	Hrs/wk	s/1	Hrs/wk	s/1	Hrs/wk	s/1	Hrs/wk

SEE PART III

s/1 = staff level

B. Is terminal access time within the cataloging department allocated on a regularly scheduled basis?

36 Yes 10 No

Answer page was missing for the 47th.

Responses should be correlated to staff size, length of time on-line, etc.

SECTION VIII: TERMINAL TIME ALLOCATION, continued

C. How is terminal time allotted to other departments within the main library?

20 Only at their request

12 On a pre-determined schedule

12 By a combination of both

No response: 3

D. How many hours at a time (i.e., at one sitting) are staff usually scheduled to work at the terminal?

_____ Hours Range: 1-4 hours

E. Is the terminal used other than during the department's normal duty hours?

33 Yes 14 No

1. Has it necessitated changes in staff schedules to accommodate the extended hours of system availability?

   17 Yes 16 No

   No response: 14

2. Is such "off-hours" terminal access time rotated among staff?

   6 Yes 27 No

   No response: 14

3. Is scheduling of "off-hour" terminal access time assigned, or done on a volunteer basis?

   3 Assigned 27 Volunteer

   One said both; no response: 16

SECTION IX: ALTERNATE METHODS OF CARD PRODUCTION

A. Is an alternate method of card production maintained within your institution for those items not processed through the system?

40 Yes 7 No

SECTION IX: ALTERNATE METHODS OF CARD PRODUCTION, continued

B. When the OCLC system is down, do you ever use this alternate card production method for items ordinarily processed through the terminal?

5 Yes   41 No

No response: 1

SECTION X: INTERLIBRARY LOAN USE

A. Is the terminal used for ILL purposes?

6 No (skip to SECTION XI, page 39)

38 Yes (please answer the questions that follow)

Three said: "not yet."

The question: If not, why not? should have also been asked.

1. Are all ILL requests searched through the terminal?

4 Yes   ____ No

Remainder said: some, or only certain ones

If no, are there certain categories of requests that are always searched through the terminal?

____ Yes   ____ No

If yes, please describe these categories briefly:

____

____

____

2. For what purpose is the terminal used in this process, and how often? (check as many as apply)

	ALWAYS	SOMETIMES	NEVER
____ To verify citation			
____ To check your institution's holdings			
____ To determine location within your institution			
____ To obtain others' holdings			
____ Other (please list briefly other terminal uses for ILL made in your institution) ______________ ______________			

SEE PART III

SECTION X: INTERLIBRARY LOAN USE, continued

A. Is the terminal used for ILL purposes?

2. For what purpose is the terminal used in this process, and how often?

a) What percentage of the requests searched through the terminal are successful?

	Verify Citation	Own Holdings	Own Location	Other Holdings	Other ____
Over 75%					
75%					
50%					
25%					
Less than 25%					

SEE PART III

3. At what point in the ILL procedure is the terminal used ordinarily?

May be a function of what other tools are available at the institution.

8 Before any other tool is consulted

17 Only if search in tools regularly consulted fails

14 Somewhere in-between

No response: 8

4. Please describe briefly what impact, if any, access to an OCLC on-line union catalog has had on traditional ILL patterns in your institution.

SECTION XI: DOWN TIME

A. Have formalized alternatives for utilization of terminal operator time been devised for those occasions on which either the system or the terminal is down?

21 Yes   25 No

No response: 1

1. If yes, please describe briefly.

SECTION XII: TALLY OF MONOGRAPHS SEARCHED

For a period of 1 week, please note on this chart the number of first time monograph searches done on the terminal for cataloging purposes.

Dates during which chart was kept: ______________________

	FOUND	NOT FOUND
English Language 1968 and later		
English Language Pre-1968		
Foreign Language 1968 and later		
Foreign Language Pre-1968		
Translations 1968 and later		
Translations Pre-1968		

SEE PART III

SECTION XIII: RECORD OF TIME REQUIRED TO INPUT WORKFORM DATA

Please keep this chart for 2 weeks or 20 workforms, whichever comes first.

"Time begun" assumes completed, tagged workform ready to be input at the terminal.
"Time finished" is time at which "produce" key is depressed or record is put into Save for later revision. If record is put into Save for revision, please also note the time required for this revision.

N.B. Please record data as accurately as possible!

DATE	INPUT		REVISION	
	Time Begun	Time Finished	Time Begun	Time Finished
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

SEE PART III

SECTION XIV: TALLY OF EDITING IN CARD PRODUCTION

Please keep this chart for 1 week or 100 titles, whichever comes first.

"Produce" Count		TYPE OF RECORD USED FOR CARD PRODUCTION		
		LC/MARC	Member Input: LC Card No. and 050	Other Variations of Member Input
Card Production Without Editing				
Card Production With Editing of "Access" Fields	0xx			
	1xx			
	2xx			
	6xx			
	7xx			
	Combination			
Card Production With Editing of Other Fields	3xx			
	4xx			
	5xx			
	8xx			
	Combination			

SEE PART III

PART TWO

DESCRIPTION OF LIBRARIES SURVEYED

Part Two contains a brief description of each responding institution arranged in alphabetical order. Each description includes information about the type of library, its budget, staff size, and the date on which the library went on-line to OCLC. A reader interested in learning how an institution of a particular type, size or budget uses the OCLC system should read through Part Two to find the library meeting these specifications and then go to Part Three to see how this institution answered any or all of the survey questions.

AMHERST COLLEGE

SECTION I: General Information

A. Name of library: Robert Frost Library, Amherst, MA 01002

B. Type of library: Private Academic

C. Size:
1. Total library expenditure for fiscal 1973-1974 was $565,821.
2. Percent of this budget expended for all staff (including benefits) was 57%.

D. Number of terminals: 1
Location of terminal: Cataloging Department

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	8	8	3	3		
B. Librarian	3	3	3	3		
C. Paraprofessional (college degree)	8	7.5	2	1.5	2	2
D. Paraprofessional	8	8	4	4	2	2
E. Clerk or typist (college degree)	2	2				
F. Clerk or typist	33	9.5	3	1.5		

F. Profile became operational, and cards were first ordered on October 1, 1974.

SECTION II: Technical Services Information

A.1 Classification scheme: Combination of LC and Dewey (transitional stage)
(details on fiche)

B.1 Subject heading scheme: LC

ANDOVER NEWTON THEOLOGICAL SCHOOL

SECTION I: General Information

A. Name of library: Hills Library, Newton Centre, MA 02159

B. Type of library: Private Academic

C. Size:
  1. Total library expenditure for fiscal 1973-1974 was $101,731 (does not include overhead and maintenance).
  2. Percent of this budget expended for all staff (including benefits) was 61% (plus fringe benefits not included in library budget).

D. Number of terminals: 1
Location of terminal: Cataloging Department

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	3		2			
B. Librarian						
C. Paraprofessional (college degree)	3		1		1	
D. Paraprofessional						
E. Clerk or typist (college degree)		2				
F. Clerk or typist	1					

F. Profile became operational, and cards were first ordered in 1973.

SECTION II: Technical Services Information

A.1 Classification scheme: Combination of LC and Cutter (main) - (details on fiche)

B.1 Subject heading scheme: LC

BOSTON UNIVERSITY

SECTION I: General Information

A. Name of library: Mugar Memorial Library, Boston, MA 02215

B. Type of library: Private Academic

C. Size:
  1. Total library expenditure for fiscal 1973-1974 was $1,976,402.
  2. Percent of this budget expended for all staff was $1,204,842 or 60% (benefits not charged to library's budget).

D. Number of terminals: 3
   Location of terminals: Cataloging Department

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	32		11		6	
B. Librarian	8		2		2	
C. Paraprofessional (college degree)	34		11		9	
D. Paraprofessional	10		3		1	
E. Clerk or typist (college degree)	32		1		2	
F. Clerk or typist	37	35	5	3	5	1

F. Profile became operational, and cards were first ordered on August 23, 1973.

SECTION II: Technical Services Information

A.1 Classification scheme: LC (details on fiche)

B.1 Subject heading scheme: LC

SECTION I: General Information

A. Name of library: Hawthorne-Longfellow Library, Brunswick, ME 04011

B. Type of library: Private Academic

C. Size:
   1. Total library expenditure for fiscal 1973-1974 was $401,702.
   2. Percent of this budget expended for all staff (including benefits) was $212,183 or 52.8%.

D. Number of terminals: 1
   Location of terminal: Cataloging Department

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	7	6.8	2	2	1	1
B. Librarian	2	2	1	1		
C. Paraprofessional (college degree)	2	2	1	1		
D. Paraprofessional	1	1				
E. Clerk or typist (college degree)	1					
F. Clerk or typist	11	10.5	4	4	3	3

F. Profile became operational, and cards were first ordered in August, 1973.

SECTION II: Technical Services Information

A.1 Classification scheme: Combination of LC and Dewey (permanent arrangement); Superintendent of Documents (details on fiche)

B.1 Subject heading scheme: LC

BROWN UNIVERSITY

SECTION I: General Information

A. Name of library: Rockefeller Library, Providence, RI 02912

B. Type of library: Private Academic

C. Size:
   1. Total library expenditure for fiscal 1973-1974 was $2,124,402.
   2. Percent of this budget expended for all staff (including benefits) was $1,399,224 or 66%.

D. Number of terminals: 2
   Location of terminals: between Order and Cataloging Departments

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	43	41.5	21	20	4	4
B. Librarian	4	3.5			1	1
C. Paraprofessional (college degree)	35	33.8	10	9.5	7	6.3
D. Paraprofessional	26	23.4	6	6	7	6.5
E. Clerk or typist (college degree)	6	4.5	1	1		
F. Clerk or typist	28	22.6	4	4	6	4.6

F. Profile became operational, and cards were first ordered on November 4, 1974.

SECTION II: Technical Services Information

A.1 Classification scheme: Combination of LC and Dewey; Superintendent of Documents; Special Collections (details on fiche)

B.1 Subject heading scheme: LC

CLARK UNIVERSITY

SECTION I: General Information

A. Name of library: Goddard Library, Worcester, MA 01610

B. Type of library: Private Academic

C. Size:
1. Total library expenditure for fiscal 1973-1974 was $347,500.
2. Percent of this budget expended for all staff (including benefits) was $199,594 or 57%.

D. Number of terminals: 1
Location of terminal: Technical Services Department

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	5	5	1	1		
B. Librarian	2	2				
C. Paraprofessional (college degree)	6	6	1	1	1	1
D. Paraprofessional	6	6	1	1	1	1
E. Clerk or typist (college degree)	1	1	1	1		
F. Clerk or typist	1	1	1			

F. Profile became operational, and cards were first ordered on April 17, 1974.

SECTION II: Technical Services Information

A.1 Classification scheme: Combination of LC and local system (transitional stage) (details on fiche)

B.1 Subject heading scheme: LC

COLBY COLLEGE

SECTION I: General Information

A. Name of library: Miller Library, Waterville, ME 04901

B. Type of library: Private Academic

C. Size:
1. Total library expenditure for fiscal 1973-1974 was $287,528.26.
2. Percent of this budget expended for all staff (including benefits) was 53%.

D. Number of terminals: 1
Location of terminal: Cataloging-Order Department

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	6	6	1	1		
B. Librarian	1	.7				
C. Paraprofessional (college degree) E. Clerk or typist (college degree)	2	2			1	.75
D. Paraprofessional F. Clerk or typist	6	4	1	1		
G. Students	c. 50	c. 12	9	2	1	.25

F. Profile became operational, and cards were first ordered in June, 1971.

SECTION II: Technical Services Information

A.1 Classification scheme: LC; special collection (details on fiche)

B.1 Subject heading scheme: LC

CONNECTICUT COLLEGE

SECTION I: General Information

A. Name of library: Palmer Library, New London, CT 06320

B. Type of library: Private Academic

C. Size:
1. Total library expenditure for fiscal 1973-1974 was $337,000.
2. Percent of this budget expended for all staff (not including benefits) was $192,000 or 57%.

D. Number of terminals: 1
Location of terminal: between Order and Cataloging Departments

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	8	7.5	2	2		
B. Librarian	7	6	1	.5	2	2
C. Paraprofessional (college degree)	2	1.5				
D. Paraprofessional	3	3	1	.5		
E. Clerk or typist (college degree)	1	.5			1	.5
F. Clerk or typist	3	2	1	.5	1	1
F^2. Students	112	15	3	.66	2	.25

F. Profile became operational, and cards were first ordered in August, 1973.

SECTION II: Technical Services Information

A.1 Classification scheme: Combination of LC and Dewey (permanent arrangement); Superintendent of Documents (details on fiche)

B.1 Subject heading scheme: LC

CONNECTICUT STATE LIBRARY

SECTION I: General Information

A. Name of library: Connecticut State Library, Hartford, CT 06115

B. Type of library: State

C. Size:
  1. Total library expenditure for fiscal 1973-1974 was $1,930,807.
  2. Percent of this budget expended for all staff (including benefits) was 73.9%. (This figure includes maintenance for portion of building, approximately 1/3, occupied by Supreme Court.)

D. Number of terminals: 1
Location of terminal: Cataloging Department

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	50	48	3	3	1	1
B. Librarian	4	4	1	1	1	1
C. Paraprofessional (college degree)	20	19	3	3	1	1
D. Paraprofessional						
E. Clerk or typist (college degree)	43	40	4	3	3	2.5
F. Clerk or typist						
G. Other (maint., etc.)	83	75				

F. Profile became operational, and cards were first ordered on September 9, 1974.

SECTION II: Technical Services Information

A.1 Classification scheme: Dewey; Superintendent of Documents; Special Collections (details on fiche)

B.1 Subject heading scheme: LC modified; Local Systems

UNIVERSITY OF CONNECTICUT

SECTION I: General Information

A. Name of library: Wilbur Cross Library, Storrs, CT 06268

B. Type of library: Public Academic

C. Size:
1. Total library expenditure for fiscal 1973-1974 was $3,086,370.
2. Percent of this budget expended for all staff (including benefits) was $1,567,819 or 50.8%. (Figures do not include the Health Center Library but do include all the other branches and professional school libraries.)

D. Number of terminals: 3
Location of terminals: Technical Processing Unit

E. Staff size and allocation:

	Library Staff (Storrs campus only)		Cataloging Staff		Acquisition Staff		Technical Processing Unit	
	Total	FTE	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	30	29	6	4.5	4	4	0	0
B. Librarian	3	3	1	1	0	0	0	0
C. Paraprofessional (college degree)	32	31	0	0	0	0	12	11.5
D. Paraprofessional	5	5	0	0	1	1	2	2
E. Clerk or typist (college degree)	1	1	0	0	0	0	0	0
F. Clerk or typist	19	17.5	0	0	3	3	4	3.5

F. Profile became operational, and cards were first ordered in September, 1973.

SECTION II: Technical Services Information

A.1 Classification scheme: Combination of LC and Dewey (transitional stage); Superintendent of Documents (details on fiche)

B.1 Subject heading scheme: LC

CURRY COLLEGE

SECTION I: General Information

A. Name of library: Curry College Library, Milton, MA 02186

B. Type of library: Private Academic

C. Size:
  1. Total library expenditure for fiscal 1973-1974 was $140,583.
  2. Percent of this budget expended for all staff (including benefits) was 49%. (Also, College spent additional $338,684 on library capital expenditure out of operating funds; total for fiscal 1974 $479,267; percent for all staff equals 10.)

D. Number of terminals: 1
Location of terminal: between Order and Cataloging Departments

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	3			.3		.3
B. Librarian						
C. Paraprofessional (college degree)	2.5	1.5		.75		.5
D. Paraprofessional						
E. Clerk or typist (college degree)	1.75	.75		.75		.75
F. Clerk or typist	6	6	2.3	2.3		.4

F. Profile became operational, and cards were first ordered in October, 1973.

SECTION II: Technical Services Information

A.1 Classification scheme: LC; Superintendent of Documents (details on fiche)

B.1 Subject heading scheme: LC

DARTMOUTH COLLEGE

SECTION I: General Information

A. Name of library: Dartmouth College Library, Hanover, NH 03755

B. Type of library: Private Academic

C. Size:
  1. Total library expenditure for fiscal 1973-1974 was $2,425,401.
  2. Percent of this budget expended for all staff (including benefits) was $1,117,682 or 46%.

D. Number of terminals: 3
Location of terminals: 2, Order Section and LC Team; 1, Catalog Maintenance

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	27	27	3	3	1	1
B. Librarian	2	2	1	.5		
C. Paraprofessional (college degree)	11	11	7	7	1	1
D. Paraprofessional	27	27	2	2	1	1
E. Clerk or typist (college degree)	1	1				
F. Clerk or typist	52	48	1	1	3	3

F. Profile became operational, and cards were first ordered in February, 1972.

SECTION II: Technical Services Information

A.1 Classification scheme: LC; Special Collections (details on fiche)

B.1 Subject heading scheme: LC

FAIRFIELD UNIVERSITY

SECTION I: General Information

A. Name of library: Nyselius Library, Fairfield, CT 06430

B. Type of library: Private Academic

C. Size:
  1. Total library expenditure for fiscal 1973-1974 was $289,354 (does not include utilities or routine maintenance).
  2. Percent of this budget expended for all staff (including benefits) was $158,092 or 55%.

D. Number of terminals: 1
Location of terminal: between Order and Cataloging Departments

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	7	5				
B. Librarian			2	2		
C. Paraprofessional (college degree)					1	1
D. Paraprofessional	2	1.5	1	1	1	1
E. Clerk or typist (college degree)	2	2			1	.5
F. Clerk or typist	33	9	1	1		

F. Profile became operational, and cards were first ordered in May, 1973.

SECTION II: Technical Services Information

A.1 Classification scheme: LC; Special Collection (being reclassified to LC) (details on fiche)

B.1 Subject heading scheme: LC

THE FERGUSON LIBRARY

SECTION I: General Information

A. Name of library: The Ferguson Library, Stamford, CT 06901

B. Type of library: Public

C. Size:
  1. Total library expenditure for fiscal 1973-1974 was $1,513,200.
  2. Percent of this budget expended for all staff (including benefits) was 79.8%.

D. Number of terminals: 1
Location of terminal: Cataloging Department

E. Staff size and allocation:

*	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	22	19.6	3	2.4	1	1
B. Librarian	3					
C. Paraprofessional (college degree)	16	12.8	1	1		
D. Paraprofessional						
E. Clerk or typist (college degree)	5	4.1	1	1		
F. Clerk or typist	50	44	8	6.5	3	2.4

*Pages And Maintenance Staff Omitted

F. Profile became operational and cards were first ordered in April, 1973

SECTION II: Technical Services Information

A.1 Classification scheme: Dewey (details on fiche)

B.1 Subject heading scheme: LC; Annotated Card Program

GORDON-CONWELL THEOLOGICAL SEMINARY

SECTION I: General Information

A. Name of library: Burton L. Goddard Library, S. Hamilton, MA 01982

B. Type of library: Private Academic

C. Size:
  1. Total library expenditure for fiscal 1973-1974 was $109,577.
  2. Percent of this budget expended for all staff (including benefits) was 56.5%.

D. Number of terminals: 1
Location of terminal: Cataloging Department

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	2	2	1	1	1	1
B. Librarian						
C. Paraprofessional (college degree)						
D. Paraprofessional	1	1				
E. Clerk or typist (college degree)	3	2.5	1.5	1.5	1.5	1
F. Clerk or typist	2	1.5	1	1		

F. Profile became operational, and cards were first ordered Spring, 1973.

SECTION II: Technical Services Information

A.1 Classification scheme: LC (details on fiche)

B.1 Subject heading scheme: LC

HAMPSHIRE COLLEGE

SECTION I: General Information

A. Name of library: Harold F. Johnson Library Center, Amherst, MA 01002

B. Type of library: Private Academic

C. Size:
  1. Total library expenditure for fiscal 1973-1974 was $445,811.
  2. Percent of this budget expended for all staff (including benefits) was 47.7%. (Totals include personnel and equipment figures for Educational Technology, i.e., TV, photo services, etc.)

D. Number of terminals: 1
Location of terminal: Technical Services Area

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	6	6	2	1.5	1	1
B. Librarian	3	3				
C. Paraprofessional (college degree)	10	8.8	1	1	2	2
D. Paraprofessional						
E. Clerk or typist (college degree)	7	7			1	1
F. Clerk or typist						

F. Profile became operational, and cards were first ordered in August, 1973.

SECTION II: Technical Services Information

A.1 Classification scheme: LC (details on fiche)

B.1 Subject heading scheme: LC

HARTFORD PUBLIC LIBRARY

SECTION I: General Information

A. Name of library: Hartford Public Library, Hartford, CT 06103

B. Type of library: Public

C. Size:
   1. Total library expenditure for fiscal 1973-1974 was $1,225,174.
   2. Percent of this budget expended for all staff was $947,229 or 77.3% (benefits do not appear in Library's operating budget).

D. Number of terminals: 1
   Location of terminal: Cataloging Department

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	33	33	3	3		
B. Librarian	2	2	1	1		
C. Paraprofessional (college degree)	8	8	1	1		
D. Paraprofessional	5	5				
E. Clerk or typist (college degree)	15	10	1	1	1	1
F. Clerk or typist	29	28	7	6		

F. Profile became operational, and cards were first ordered on August 22, 1974.

SECTION II: Technical Services Information

A.1 Classification scheme: Combination of LC and Dewey (transitional stage) (details on fiche)

B.1 Subject heading scheme: LC

UNIVERSITY OF HARTFORD

SECTION I: General Information

A. Name of library: Mortensen Library, W. Hartford, CT 06117

B. Type of library: Private Academic

C. Size:
  1. Total library expenditure for fiscal 1973-1974 was $660,702.
  2. Percent of this budget expended for all staff (including benefits) was $223,551 or 34%.

D. Number of terminals: 1
Location of terminal: Cataloging Department

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	4		2	2		
B. Librarian	6				1	1
C. Paraprofessional (college degree)	5		2	2		
D. Paraprofessional						
E. Clerk or typist (college degree)	8		1		3	3
F. Clerk or typist	20	15	1	1		

F. Profile became operational, and cards were first ordered in February, 1974.

SECTION II: Technical Services Information

A.1 Classification scheme: LC (details on fiche)

B.1 Subject heading scheme: LC; LC modified

HARVARD UNIVERSITY

SECTION I: General Information

A. Name of library: Widener Library, Cambridge, MA 02138

B. Type of library: Private Academic

C. Size:
  1. Total library expenditure for fiscal 1973-1974 was $4,478,185.
  2. Percent of this budget expended for all staff was $2,701,188.

D. Number of terminals: 1
   Location of terminal: Cataloging Department

E. Staff size and allocation:

*	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)				1.14		
B. Librarian				.21		
C. Paraprofessional (college degree)			2.5	1		
D. Paraprofessional				.14		
E. Clerk or typist (college degree)						
F. Clerk or typist						

*These figures represent only the computer-based cataloging staff.

F. Profile became operational, and cards were first ordered on November 19, 1974.

SECTION II: Technical Services Information

A.1 Classification scheme: LC; special collections (details on fiche)

B.1 Subject heading scheme: LC

HARVARD DIVINITY SCHOOL

SECTION I: General Information

A. Name of library: Andover-Harvard Library, Cambridge, MA 02138

B. Type of library: Private Academic

C. Size:
   1. Total library expenditure for fiscal 1973-1974 was $226,243 (does not include building overhead).
   2. Percent of this budget expended for all staff (including benefits) was $132,473 or 58%.

D. Number of terminals: 1
   Location of terminal: Cataloging Department

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	5	4	3	2.4		
B. Librarian	2	2				
C. Paraprofessional (college degree)	8	6	3	2.1	4	2.2
D. Paraprofessional	2	1.6				
E. Clerk or typist (college degree)	9	2				
F. Clerk or typist	1	1				

F. Profile became operational, and cards were first ordered Spring 1973 off-line; August 1973 on-line.

SECTION II: Technical Services Information

A.1 Classification scheme: LC (details on fiche)

B.1 Subject heading scheme: LC

MAINE MARITIME ACADEMY

SECTION I: General Information

A. Name of library: Nutting Memorial Library, Castine, ME 04421

B. Type of library: Public Academic

C. Size:
  1. Total library expenditure for fiscal 1973-1974 was $120,500.
  2. Percent of this budget expended for all staff (including benefits) was $36,284 or 30%.

D. Number of terminals: 1
   Location of terminal: Cataloging-Order Department

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	1					
B. Librarian						
C. Paraprofessional (college degree)			2			
D. Paraprofessional						
E. Clerk or typist (college degree)						
F. Clerk or typist	2					

F. Profile became operational, and cards were first ordered on February 21, 1974.

SECTION II: Technical Services Information

A.1 Classification scheme: LC; Superintendent of Documents (details on fiche)

B.1 Subject heading scheme: LC

MAINE STATE LIBRARY

SECTION I: General Information

A. Name of library: Maine State Library, Augusta, ME 04333

B. Type of library: State

C. Size:
  1. Total library expenditure for fiscal 1973-1974 was $2,690,918.49.
  2. Percent of this budget expended for all staff (including benefits) was $846,486.73 or 31%.

D. Number of terminals: 1
Location of terminal: Cataloging Department

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	19	18	3	2		
B. Librarian	11	11				
C. Paraprofessional (college degree)	2	2	2	2		
D. Paraprofessional	15	15	2	2		
E. Clerk or typist (college degree)	1	1				
F. Clerk or typist	29	17			3	3

F. Profile became operational, and cards were first ordered on June 18, 1974.

SECTION II: Technical Services Information

A.1 Classification scheme: Dewey; Superintendent of Documents (details on fiche)

B.1 Subject heading scheme: LC; LC modified

UNIVERSITY OF MAINE AT PORTLAND/GORHAM

SECTION I: General Information

A. Name of library: University of Maine at Portland/Gorham Library, Portland, ME 04103

B. Type of library: Public Academic

C. Size:
1. Total library expenditure for fiscal 1973-1974 was $451,781.
2. Percent of this budget expended for all staff (including benefits) was $233,753 or 52%.

D. Number of terminals: 1
Location of terminal: Cataloging Department

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	9	9	4	4	1	1
B. Librarian						
C. Paraprofessional (college degree)	3	3			1	1
D. Paraprofessional						
E. Clerk or typist (college degree)	2	1.5			2	1.5
F. Clerk or typist	10	9	6	5	2	1.5

F. Profile became operational, and cards were first ordered on October 3, 1973.

SECTION II: Technical Services Information

A.1 Classification scheme: LC (details on fiche)

B.1 Subject heading scheme: LC

MASSACHUSETTS INSTITUTE OF TECHNOLOGY

SECTION I: General Information

A. Name of library: Hayden Library, Cambridge, MA 02139

B. Type of library: Private Academic

C. Size:
  1. Total library expenditure for fiscal 1973-1974 was $2,873,000.00 (excluding maintenance and overhead).
  2. Percent of this budget expended for all staff (including benefits) was 66%.

D. Number of terminals: 3
   Location of terminals: Cataloging Department

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisitions Staff		Serials Cataloging	Serials Other
	Total	FTE	Total	FTE	Total	FTE	FTE	FTE
A. Librarian (MLS)		54		9		2	3	1
B. Librarian		6		1				
C. Paraprofessional (college degree)				8		2	1	2
D. Paraprofessional		145		1		3	1.5	1
E. Clerk or typist (college degree)				6		3		1
F. Clerk or typist				1		6		2

F. Profile became operational, and cards were first ordered in October, 1974.

SECTION II: Technical Services Information

A.1 Classification scheme: LC; special collections (details on fiche)

B.1 Subject heading scheme: LC

82

MIDDLEBURY COLLEGE

SECTION I: General Information

A. Name of library: Egbert Starr Library, Middlebury, VT 05753

B. Type of library: Private Academic

C. Size:
  1. Total library expenditure for fiscal 1973-1974 was $411,294.
  2. Percent of this budget expended for all staff (including benefits) was $195,000 or 47%.

D. Number of terminals: 1
Location of terminal: Cataloging Department

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	8	7	2	2	1	1
B. Librarian	1	1				
C. Paraprofessional (college degree)	13	6	3	3	1	1
D. Paraprofessional	5	4	3	3		
E. Clerk or typist (college degree)	23	3	5		2	
F. Clerk or typist	2		2			

F. Profile became operational, and cards were first ordered in May, 1973.

SECTION II: Technical Services Information

A.1 Classification scheme: Combination of LC and Dewey (transitional stage); Superintendent of Documents; Special Collections (details on fiche)

B.1 Subject heading scheme: LC

MOUNT HOLYOKE COLLEGE

SECTION I: General Information

A. Name of library: Williston Memorial Library, S. Hadley, MA 01075

B. Type of library: Private Academic

C. Size:
   1. Total library expenditure for fiscal 1973-1974 was $505,000 (does not include overhead and maintenance).
   2. Percent of this budget expended for all staff (including benefits) was 56%.

D. Number of terminals: 1
   Location of terminal: centralized location for Order, Cataloging and Public Service Offices

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	10	9.5	4	4	1	.25
B. Librarian						
C. Paraprofessional (college degree)	1	1			1	1
D. Paraprofessional						
E. Clerk or typist (college degree)	6	5	.25	.25	1.75	1.75
F. Clerk or typist	15	13.25	5	4.5	1	1
G. Students	42	6	20	3	2	.25

F. Profile became operational, and cards were first ordered on August 30, 1974.

SECTION II: Technical Services Information

A.1 Classification scheme: LC (details on fiche)

B.1 Subject heading scheme: LC

UNIVERSITY OF NEW HAMPSHIRE

SECTION I: General Information

A. Name of library: Dimond Library, Durham, NH 03824

B. Type of library: Public Academic

C. Size:
  1. Total library expenditure for fiscal 1973-1974 was $1,135,630 (does not include overhead and maintenance).
  2. Percent of this budget expended for all staff (including benefits) was $643,700 or 57%.

D. Number of terminals: 2
Location of terminals: Cataloging Department

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	20		5		2	
B. Librarian						
C. Paraprofessional (college degree)	35		7		4	
D. Paraprofessional						
E. Clerk or typist (college degree)	19		8		4	
F. Clerk or typist						

F. Profile became operational, and cards were first ordered in July, 1973.

SECTION II: Technical Services Information

A.1 Classification scheme: LC; Dewey; Superintendent of Documents; Special Collections (details on fiche)

B.1 Subject heading scheme: LC; Annotated Card Program

NEWTON COLLEGE

(As of July 1, 1975, Newton College was consolidated with Boston College)

SECTION I: General Information

A. Name of library: Newton College Library, Newton, MA 02159

B. Type of library: Private Academic

C. Size:
  1. Total library expenditure for fiscal 1973-1974 was $174,042.31.
  2. Percent of this budget expended for all staff (including benefits) was 46%.

D. Number of terminals: 1
Location of terminals: Cataloging Department

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	5	4	1	1		
B. Librarian						
C. Paraprofessional (college degree)	.5				.5	
D. Paraprofessional						
E. Clerk or typist (college degree)	1.5		.5		1	
F. Clerk or typist	12	4	2	1	2.5	2

F. Profile became operational, and cards were first ordered in April, 1973.

SECTION II: Technical Services Information

A.1 Classification scheme: LC; Superintendent of Documents (details on fiche)

B.1 Subject heading scheme: LC

86

NORTHEASTERN UNIVERSITY

SECTION I: General Information

A. Name of library: Robert G. Dodge Library, Boston, MA 02115

B. Type of library: Private Academic

C. Size:
  1. Total library expenditure for fiscal 1973-1974 was $1,200,653 (does not include overhead and maintenance).
  2. Percent of this budget expended for all staff (including benefits) was $774,218 or 64%.

D. Number of terminals: 2
  Location of terminals: Cataloging Department

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	TOTAL	FTE	TOTAL	FTE
A. Librarian (MLS)	27	27	6	6	5	5
B. Librarian						
C. Paraprofessional (college degree)	21	21	5	4	5	5
D. Paraprofessional						
E. Clerk or typist (college degree)						
F. Clerk or typist	131	81	9	7	2	1.5

F. Profile became operational, and cards were first ordered in October, 1973.

SECTION II: Technical Services Information

A.1 Classification scheme: Combination of LC and Dewey (permanent arrangement); Superintendent of Documents (details on fiche)

B.1 Subject heading scheme: LC

PERROT MEMORIAL LIBRARY

SECTION I: General Information

A. Name of library: Perrot Memorial Library, Old Greenwich, CT 06870

B. Type of library: Public

C. Size:
  1. Total library expenditure for fiscal 1973-1974 was $195,075.78.
  2. Percent of this budget expended for all staff (including benefits) was $196,590 (includes salaries plus benefits paid by town).

D. Number of terminals: 1
   Location of terminal: public area

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian	4					
B. Librarian	2					
C. Paraprofessional (college degree)						
D. Paraprofessional	1					
E. Clerk or typist (college degree)						
F. Clerk or typist	3					

F. Profile became operational, and cards were first ordered on January 25, 1974.

SECTION II: Technical Services Information

A.1 Classification scheme: Dewey (details on fiche)

B.1 Subject heading scheme: LC; LC modified; Annotated Card Program; Sears

PLYMOUTH STATE COLLEGE

SECTION I: General Information

A. Name of library: Herbert H. Lamson Library, Plymouth, NH 03264

B. Type of library: Public Academic

C. Size:
  1. Total library expenditure for fiscal 1973-1974 was $320,000 (does not include benefits, overhead and maintenance).
  2. Percent of this budget expended for all staff was $168,000 or 52.5%.

D. Number of terminals: 1
Location of terminal: Cataloging Department

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	8	8	2.25	2.25	1	1
B. Librarian						
C. Paraprofessional (college degree)	4	4	1	1	1	1
D. Paraprofessional						
E. Clerk or typist (college degree)	1	1	1	1		
F. Clerk or typist	6	18.25	1.25	3	3	4.33

F. Profile became operational, and cards were first ordered on January 29, 1975 (operating with UNH profile for Plymouth State College from October 1, 1974 to January, 1975).

SECTION II: Technical Services Information

A.1 Classification scheme: LC; Dewey; Special Collection (details on fiche)

B.1 Subject heading scheme: LC; LC modified

RHODE ISLAND COLLEGE

SECTION I: General Information

A. Name of library: James P. Adams Library, Providence, RI 02908

B. Type of library: Public Academic

C. Size:
   1. Total library expenditure for fiscal 1973-1974 was $491,584.
   2. Percent of this budget expended for all staff was 49% (does not include benefits, overhead and maintenance).

D. Number of terminals: 1
   Location of terminal: Cataloging Department

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	9	9	3	3		
B. Librarian						
C. Paraprofessional (college degree)	6	6	1	1		
D. Paraprofessional	3	3	1	1	1	1
E. Clerk or typist (college degree)						
F. Clerk or typist	10	10	4	4	3	3

F. Profile became operational, and cards were first ordered in September, 1973.

SECTION II: Technical Services Information

A.1 Classification scheme: Combination of LC and Dewey (transitional stage); Superintendent of Documents (details on fiche)

B.1 Subject heading scheme: LC

90

RHODE ISLAND DEPARTMENT OF STATE LIBRARY SERVICES

SECTION I: General Information

A. Name of library: Rhode Island Department of State Library Services,
Providence, RI 02908

B. Type of library: State—Processing Center

C. Size:

1. Total library expenditure for fiscal 1973-1974 was $1,313,828 (includes grants to statewide library network of $794,965).
2. Percent of this budget expended for all staff (including benefits) was 28%.

D. Number of terminals: 1
Location of terminal: Cataloging Department

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	15	15	3	2.5		
B. Librarian	3	3	1	.5		
C. Paraprofessional (college degree)	3	3	1	1	1	1
D. Paraprofessional	3	3	2	2	1	1
E. Clerk or typist (college degree)			1	1		
F. Clerk or typist	16	16	3	3	1	1

F. Profile became operational, and cards were first ordered on October 24, 1974.

SECTION II: Technical Services Information

A.1 Classification scheme: LC; Dewey; Special Collection (details on fiche)

B.1 Subject heading scheme: LC; Annotated Card Program; NLM

UNIVERSITY OF RHODE ISLAND

SECTION I: General Information

A. Name of library: University Library, Kingston, RI 02881

B. Type of library: Public Academic

C. Size:
   1. Total library expenditure for fiscal 1973-1974 was $1,273,448 (does not include overhead and maintenance).
   2. Percent of this budget expended for all staff (including benefits) was 45.6%.

D. Number of terminals: 3
   Location of terminals: 2, Cataloging Department; 1, public area

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	23.5		6.5		1	
B. Librarian						
C. Paraprofessional (college degree)	7	1.76	5	.25		
D. Paraprofessional						
E. Clerk or typist (college degree)	5	3.13		1.88		1.25
F. Clerk or typist	29	23.66	4	1	3	.37

F. Profile became operational, and cards were first ordered in August, 1973.

SECTION II: Technical Services Information

A.1 Classification scheme: Combination of LC and Dewey (transitional stage); Superintendent of Documents; Special Collections (details on fiche)

B.1 Subject heading scheme: LC

ROGER WILLIAMS COLLEGE

SECTION I: General Information

A. Name of library: Roger Williams College Library, Bristol, RI 02809

B. Type of library: Private Academic

C. Size:
  1. Total library expenditure for fiscal 1973-1974 was $225,474.
  2. Percent of this budget expended for all staff (including benefits) was $118,904 or 52%.

D. Number of terminals: 1
Location of terminal: between Order and Cataloging Departments

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	4	3.3	1	.5	3	.9
B. Librarian						
C. Paraprofessional (college degree)	1	1				
D. Paraprofessional						
E. Clerk or typist (college degree)						
F. Clerk or typist	4	4	1	1	1	1

F. Profile became operational, and cards were first ordered in June, 1973.

SECTION II: Technical Services Information

A.1 Classification scheme: LC (details on fiche)

B.1 Subject heading scheme: LC

SMITH COLLEGE

SECTION I: General Information

A. Name of library: William Allan Neilson Library, Northampton, MA 01060

B. Type of library: Private Academic

C. Size:
  1. Total library expenditure for fiscal 1973-1974 was $1,308,399.
  2. Percent of this budget expended for all staff (including benefits) was 68%.

D. Number of terminals: 2
   Location of terminals: Cataloging Department

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	19	18.5			1	1
B. Librarian	7	7	1	1	1	1
C. Paraprofessional (college degree)	6	6			1	1
D. Paraprofessional	7	7	2	2	1	1
E. Clerk or typist (college degree)	9	8.5	3	2.5		
F. Clerk or typist	19	18	5	4.5	1	1

F. Profile became operational, and cards were first ordered on May 28, 1974.

SECTION II: Technical Services Information

A.1 Classification scheme: LC; Dewey; Superintendent of Documents; Special Collections (details on fiche)

B.1 Subject heading scheme: LC 94

STRATFORD LIBRARY ASSOCIATION

SECTION I: General Information

A. Name of library: Stratford Library Association, Stratford, CT 06497

B. Type of library: Private library association with public funding

C. Size:
   1. Total library expenditure for fiscal 1973-1974 was $240,709.
   2. Percent of this budget expended for all staff (including benefits) was not available.

D. Number of terminals: 1
   Location of terminal: Cataloging Department

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	1	1	1	1		
B. Librarian	3	3	1	1	2	2
C. Paraprofessional (college degree)	3	1.5				
D. Paraprofessional	3	3	3	3		
E. Clerk or typist (college degree)						
F. Clerk or typist	9	7				

F. Profile became operational, and cards were first ordered on June 1, 1973.

SECTION II: Technical Services Information

A.1 Classification scheme: Dewey (details on fiche)

B.1 Subject heading scheme: LC; Sears

TRINITY COLLEGE

SECTION I: General Information

A. Name of library: Trinity College Library, Hartford, CT 06106

B. Type of library: Private Academic

C. Size:
   1. Total library expenditure for fiscal 1973-1974 was $449,116.
   2. Percent of this budget expended for all staff (including benefits) was 57%.

D. Number of terminals: 1
   Location of terminal: Cataloging Department

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	11	10.5	3	3	1	1
B. Librarian	4	4	1	1	1	1
C. Paraprofessional (college degree)	3	3	3	2.5	1	.5
D. Paraprofessional	2	2				
E. Clerk or typist (college degree)	5	4.5	1	1	1	.5
F. Clerk or typist	2	1.5	1	1		
G. Students	70	13.5				

F. Profile became operational, and cards were first ordered on September 30, 1974.

SECTION II: Technical Services Information

A.1 Classification scheme: LC; Superintendent of Documents; Special Collections (details on fiche)

B.1 Subject heading scheme: LC

TUFTS UNIVERSITY

Section I: General Information

A. Name of library: Wessell Library, Medford, MA 02155

B. Type of library: Private Academic

C. Size:
   1. Total library expenditure for fiscal 1973-1974 was $751,936.
   2. Percent of this budget expended for all staff (including benefits) was $414,248 or 55.1%.

D. Number of terminals: 1
   Location of terminal: Cataloging Department

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	14	14	5	4.5	2	2
B. Librarian	1	1	1	1		
C. Paraprofessional (college degree)	16	15	2	2	1	1
D. Paraprofessional	1	1				
E. Clerk or typist (college degree)						
F. Clerk or typist	14	13	3	3	2	2

F. Profile became operational, and cards were first ordered in July, 1973.

SECTION II: Technical Services Information

A.1 Classification scheme: LC; Superintendent of Documents (details on fiche)

B.1 Subject heading scheme: LC

U. S. NAVAL WAR COLLEGE

SECTION I: General Information

A. Name of library: Mahan Library, Newport, RI 02840

B. Type of library: Federal Academic

C. Size:
  1. Total library expenditure for fiscal 1973-1974 was $571,751 (does not include overhead and maintenance).
  2. Percent of this budget expended for all staff (including benefits) was $446,161 or 78%.

D. Number of terminals: 1
Location of terminal: Cataloging Department

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)			2	2		
B. Librarian						
C. Paraprofessional (college degree)						
D. Paraprofessional			5	5		
E. Clerk or typist (college degree)						
F. Clerk or typist			1	1		

F. Profile became operational, and cards were first ordered on November 1, 1974.

SECTION II: Technical Services Information

A.1 Classification scheme: LC; Superintendent of Documents (details on fiche)

B.1 Subject heading scheme: LC

UNIVERSITY OF VERMONT

SECTION I: General Information

A. Name of library: Guy W. Bailey Library, Burlington, VT 05401

B. Type of library: Public Academic

C. Size:
1. Total library expenditure for fiscal 1973-1974 was $1,220,080.
2. Percent of this budget expended for all staff (including benefits) was 52.5%.

D. Number of terminals: 1
Location of terminal: between Order and Cataloging Departments

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	14	14	3	3	2	2
B. Librarian	3	3				
C. Paraprofessional (college degree)	15	15	4	4	5	5
D. Paraprofessional	15.99	15	3.4	3	4.59	4
E. Clerk or typist (college degree)	1	1			1	1
F. Clerk or typist	16.96	16	5.66	5	2.3	2

F. Profile became operational, and cards were first ordered on January 10, 1973.

SECTION II: Technical Services Information

A.1 Classification scheme: Dewey; Superintendent of Documents; Special Collections (details on fiche)

B.1 Subject heading scheme: LC; Special Collections

WELLESLEY COLLEGE

SECTION I: General Information

A. Name of library: Margaret Clapp Library, Wellesley, MA 02181

B. Type of library: Private Academic

C. Size:
  1. Total library expenditure for fiscal 1973-1974 was $651,731.
  2. Percent of this budget expended for all staff (including benefits) was $394,911 or 60.5%.

D. Number of terminals: 1
Location of terminal: Cataloging Department

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	13	13	5	5	2	2
B. Librarian	2	2				
C. Paraprofessional (college degree)	19	15	12	1.5	3	3
D. Paraprofessional						
E. Clerk or typist (college degree)	2	1				
F. Clerk or typist	13	11	8	7.5	2	1.5

F. Profile became operational, and cards were first ordered on October, 1973 off-line; July, 1974 on-line.

SECTION II: Technical Services Information

A.1 Classification scheme: Combination of LC and Dewey (permanent arrangement); Superintendent of Documents (details on fiche)

B.1 Subject heading scheme: LC

WESLEYAN UNIVERSITY

SECTION I: General Information

A. Name of library: Olin Library, Middletown, CT 06457

B. Type of library: Private Academic

C. Size:
1. Total library expenditure for fiscal 1973-1974 was $961,781.
2. Percent of this budget expended for all staff (including benefits) was 61.5%. (This includes a figure of $26,000 for reclassification which will not appear in subsequent budgets.)

D. Number of terminals: 1
Location of terminal: Cataloging Department

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	15		4		2	
B. Librarian	1				1	
C. Paraprofessional (college degree)	10		3	.5	1	
D. Paraprofessional						
E. Clerk or typist (college degree)						
F. Clerk or typist	19	.75	5	.75	3	

F. Profile became operational, and cards were first ordered on November 25, 1974.

SECTION II: Technical Services Information

A.1 Classification scheme: LC; Superintendent of Documents; Special Collections (details on fiche)

B.1 Subject heading scheme: LC

WHEATON COLLEGE

SECTION I: General Information

A. Name of library: Wheaton College Library, Norton, MA 02766

B. Type of library: Private Academic

C. Size:

1. Total library expenditure for fiscal 1973-1974 was not supplied.

2. Percent of this budget expended for all staff (including benefits) was not supplied.

D. Number of terminals: 1
Location of terminal: Cataloging Department

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	6		1		1	
B. Librarian	1					
C. Paraprofessional (college degree)	6	1.5	2			.5
D. Paraprofessional	4	.5	.5		1	
E. Clerk or typist (college degree)						
F. Clerk or typist	1			4		.5

F. Profile became operational, and cards were first ordered on June 28, 1974.

SECTION II: Technical Services Information

A.1 Classification scheme: LC; Combination of LC and Dewey (transitional stage); Superintendent of Documents (details on fiche)

B.1 Subject heading scheme: LC

WORCESTER POLYTECHNIC INSTITUTE

SECTION I: General Information

A. Name of library: George C. Gordon Library, Worcester, MA 01609

B. Type of library: Private Academic

C. Size:
  1. Total library expenditure for fiscal 1973-1974 was $360,400 (does not include overhead and maintenance).
  2. Percent of this budget expended for all staff (including benefits) was 55%.

D. Number of terminals: 1
Location of terminal: Cataloging Department

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	5.5		.5		.5	
B. Librarian						
C. Paraprofessional (college degree)	2				1.5	
D. Paraprofessional	1		1			
E. Clerk or typist (college degree)						
F. Clerk or typist	3		1		1	

F. Profile became operational, and cards were first ordered in September, 1973.

SECTION II: Technical Services Information

A.1 Classification scheme: LC (details on fiche)

B.1 Subject heading scheme: LC

WORCESTER STATE COLLEGE

SECTION I: General Information

A. Name of library: Learning Resources Center, Worcester, MA 01602

B. Type of library: Public Academic

C. Size:
  1. Total library expenditure for fiscal 1973-1974 was $458,360.
  2. Percent of this budget expended for all staff (including benefits) was $276,000 or 60%.

D. Number of terminals: 1
   Location of terminal: Cataloging Department

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)	6		2		1	
B. Librarian	2					
C. Paraprofessional (college degree)	6					
D. Paraprofessional	4					
E. Clerk or typist (college degree)	1		1		1	
F. Clerk or typist	5		1		1	

F. Profile became operational, and cards were first ordered--data not supplied.

SECTION II: Technical Services Information

A.1 Classification scheme: LC; Combination of LC and Dewey (permanent arrangement) (details on fiche)

B.1 Subject heading scheme: LC

YALE UNIVERSITY

SECTION I: General Information

A. Name of library: Sterling Memorial Library, New Haven, CT 06520

B. Type of library: Private Academic

C. Size:

1. Total library expenditure for fiscal 1973-1974 was $7,847,055.
2. Percent of this budget expended for all staff (including benefits) was $4,291,049 or 54.6%.

D. Number of terminals: 7
Location of terminals: Cataloging Department

E. Staff size and allocation:

	Library Staff		Cataloging Staff		Acquisition Staff	
	Total	FTE	Total	FTE	Total	FTE
A. Librarian (MLS)			42			
B. Librarian			2			
C. Paraprofessional (college degree)			28			
D. Paraprofessional			13			
E. Clerk or typist (college degree)						
F. Clerk or typist			36			

F. Profile became operational, and cards were first ordered in May, 1973.

SECTION II: Technical Services Information

A.1 Classification scheme: LC; Superintendent of Documents (details on fiche)

B.1 Subject heading scheme: LC

PART THREE

INSTITUTION RESPONSES TO SURVEY

Part Three presents the response of each institution to each of the survey questions. The responses are presented in tabular form; the responding institutions are listed alphabetically across the top of the fiche sheet and the questions are listed sequentially down the side of each fiche, allowing the reader to scan either all institutions' responses to a particular question, or a particular institution's responses to all questions.

Eye-readable guide frames showing section and page numbers appear in the left column of each fiche. Using a page number from Part One as a reference point, the reader may easily relate a question from that page in Part One to its location on the fiche.

Throughout this report, the following codes are used to describe staff levels:

A = Librarian (Master's Degree in Library Science)

B = Librarian (Other background and training)

C = Paraprofessional (College degree)

D = Paraprofessional (Other background and training)

E = Clerk or Typist (College degree)

F = Clerk or Typist (Other background and training)

Other staff categories were added by some institutions; these are defined in the description of such institutions in Part Two.

Commentary beyond standard answers appears in italics which represent either a direct quote or a condensation of an institution's response.

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
A. 1. Classification scheme				
Library of Congress			main	main and branch
Dewey				
Combination of LC & Dewey	main and branch			main and branch
Permanent arrangement				yes
Transitional stage	yes			
Superintendent of Documents				main
Other		*combination of LC and Cutter*		
2. Has your institution recently (within the past 10 years) or is it now in the process of changing to LC?	yes	yes	no	yes
If yes, was the decision to change made primarily because of the decision to join NELINET/OCLC?	yes	no		no
If no, do you now wish you had changed to LC when you joined NELINET/OCLC?				

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
A. 1. Classification scheme				
Library of Congress	main and branch		main and branch	
Dewey				
Combination of LC & Dewey				main and branch
Permanent arrangement				yes
Transitional stage				
Superintendent of Documents	main		main, *not cataloged*	main
Other	*special collections*	*main: LC and local*	*special collections*	
2. Has your institution recently (within the past 10 years) or is it now in the process of changing to LC?	no	yes	no-*reclassification completed in 1940*	yes
If yes, was the decision to change made primarily because of the decision to join NELINET/OCLC?		no		yes
If no, do you now wish you had changed to LC when you joined NELINET/OCLC?				

	CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
A. 1. Classification scheme				
Library of Congress			yes	main and branch
Dewey	main and branch			
Combination of LC & Dewey		main and branch		
Permanent arrangement		yes--*due to present staff shortage*		
Transitional stage				
Superintendent of Documents	main	main	branch	
Other	*state & town docs; record group archive mtrls., all alpha for fic., biog., etc.*			*special collections*
2. Has your institution recently (within the past 10 years) or is it now in the process of changing to LC?	no	yes-in 1968	yes-in 1967	no
If yes, was the decision to change made primarily because of the decision to join NELINET/OCLC?		no		
If no, do you now wish you had changed to LC when you joined NELINET/OCLC?	no		no	

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
A. 1. Classification scheme				
Library of Congress	main		main	main
Dewey		main and branch		
Combination of LC & Dewey				
Permanent arrangement				
Transitional stage				
Superintendent of Documents				
Other				
2. Has your institution recently (within the past 10 years) or is it now in the process of changing to LC?	no	no	no	no
If yes, was the decision to change made primarily because of the decision to join NELINET/OCLC?				
If no, do you now wish you had changed to LC when you joined NELINET/OCLC?		yes	no	

		HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
A. 1.	Classification scheme				
	Library of Congress		main and branch	branch	main
	Dewey				
	Combination of LC & Dewey	main and branch			
	Permanent arrangement				
	Transitional stage	yes			
	Superintendent of Documents				
	Other			*local* in main	
2.	Has your institution recently (within the past 10 years) or is it now in the process of changing to LC?	yes	no	no	yes
	If yes, was the decision to change made primarily because of the decision to join NELINET/OCLC?	yes			no
	If no, do you now wish you had changed to LC when you joined NELINET/OCLC?			no	no

		MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
A. 1.	Classification scheme				
	Library of Congress	main		main	main and branch
	Dewey		main and branch		
	Combination of LC & Dewey				
	Permanent arrangement				
	Transitional stage				
	Superintendent of Documents	main	main		
	Other				X
2.	Has your institution recently (within the past 10 years) or is it now in the process of changing to LC?	yes	no	yes	no
	If yes, was the decision to change made primarily because of the decision to join NELINET/OCLC?	no		no	
	If no, do you now wish you had changed to LC when you joined NELINET/OCLC?		no	no	

		MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
A. 1.	Classification scheme				
	Library of Congress		main and branch	main and branch	main
	Dewey			branch	
	Combination of LC & Dewey	main			
	Permanent arrangement				
	Transitional stage	yes			
	Superintendent of Documents	main		main	main
	Other	*MLA scheme for music scores*		*simplified for fiction; other small collections*	*ANSWR for records*
2.	Has your institution recently (within the past 10 years) or is it now in the process of changing to LC?	yes	yes-started in 1966	yes	no
	If yes, was the decision to change made primarily because of the decision to join NELINET/OCLC?	no	no	no	
	If no, do you now wish you had changed to LC when you joined NELINET/OCLC?				

I - BACKGROUND, SECTION II - TECHNICAL SERVICES INFORMATION, p. 3

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
A. 1. Classification scheme				
Library of Congress			main	
Dewey		main and branch	branch	
Combination of LC & Dewey	main and branch			X
Permanent arrangement	yes			
Transitional stage				yes
Superintendent of Documents	main			branch
Other			*slide class scheme, spec. for curric. lab.*	
2. Has your institution recently (within the past 10 years) or is it now in the process of changing to LC?	yes	no	yes	yes
If yes, was the decision to change made primarily because of the decision to join NELINET/OCLC?	no		no	no
If no, do you now wish you had changed to LC when you joined NELINET/OCLC?		no		

		R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
A. 1.	Classification scheme				
	Library of Congress	branch		main and branch	main and branch
	Dewey	main and branch			main(rare books)
	Combination of LC & Dewey		main and branch		
	Permanent arrangement				
	Transitional stage		yes		
	Superintendent of Documents		main		main and branch
	Other	*NLM for one customer*	*IG and Swank in main*		*theses, phonodiscs use local classification*
2.	Has your institution recently (within the past 10 years) or is it now in the process of changing to LC?	no	yes	no	yes
	If yes, was the decision to change made primarily because of the decision to join NELINET/OCLC?		no		no
	If no, do you now wish you had changed to LC when you joined NELINET/OCLC?	no	no		yes

I - BACKGROUND, SECTION II - TECHNICAL SERVICES INFORMATION, p. 3

		STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
A.	1. Classification scheme				
	Library of Congress		main and branch	main and branch	main
	Dewey	main and branch			
	Combination of LC & Dewey				
	Permanent arrangement				
	Transitional stage				
	Superintendent of Documents		branch	branch	main
	Other		*local for trinitiana*		
	2. Has your institution recently (within the past 10 years) or is it now in the process of changing to LC?	no	yes	no	no
	If yes, was the decision to change made primarily because of the decision to join NELINET/OCLC?		no		
	If no, do you now wish you had changed to LC when you joined NELINET/OCLC?	no			

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
A. 1. Classification scheme				
Library of Congress			main and branch	main and branch
Dewey	main and branch			
Combination of LC & Dewey		main and branch		main
Permanent arrangement		yes		
Transitional stage				yes
Superintendent of Documents	branch	main	branch	main
Other	*local for VT materials and rare books*		*Cutter expansive; local for special collections*	
2. Has your institution recently (within the past 10 years) or is it now in the process of changing to LC?	no	yes	yes	yes
If yes, was the decision to change made primarily because of the decision to join NELINET/OCLC?			no	no
If no, do you now wish you had changed to LC when you joined NELINET/OCLC?	yes* **this is the response of head cataloger who has always wanted to change to LC*			

			W.P.I.	WORCESTER STATE	YALE UNIV.
A.	1.	Classification scheme			
		Library of Congress	main and branch	main	main and branch
		Dewey			
		Combination of LC & Dewey		branch	
		Permanent arrangement		yes-*juvenile collection*	
		Transitional stage			
		Superintendent of Documents			branch or department
		Other			
	2.	Has your institution recently (within the past 10 years) or is it now in the process of changing to LC?	yes	yes	yes
		If yes, was the decision to change made primarily because of the decision to join NELINET/OCLC?	yes	no	no
		If no, do you now wish you had changed to LC when you joined NELINET/OCLC?			no

THIS PAGE LEFT BLANK INTENTIONALLY

I

Sect. II

p.4

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
B. 1. Subject heading scheme				
Library of Congress	main and branch	main	main	main and branch
LC Modified				
Change 75% or more of LC headings				
Change 50% of LC headings				
Change 25% or less of LC headings				main and branch
Annotated Card Program				
Sears				
NLM				
NAL				
Other				

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
B. 1. Subject heading scheme				
Library of Congress	main and branch	main	main and branch	main and branch
LC Modified				
Change 75% or more of LC headings				
Change 50% of LC headings				
Change 25% or less of LC headings	main and branch	main	main and branch	main and branch
Annotated Card Program				
Sears				
NLM				
NAL				
Other	*add form heading--branch*			

	CONN STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
B. 1. Subject heading scheme				
Library of Congress		main and branch	X	main and branch
LC Modified	main and branch			
Change 75% or more of LC headings				
Change 50% of LC headings				
Change 25% or less of LC headings	main and branch	main and branch		main and branch
Annotated Card Program				
Sears				
NLM				
NAL				
Other	*Local subject headings for special types of materials, e.g., manuscripts and children's literature.*			

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
B. 1. Subject heading scheme				
Library of Congress	main	main and branch	main	main
LC Modified				
Change 75% or more of LC headings				
Change 50% of LC headings				
Change 25% or less of LC headings	X	main and branch		
Annotated Card Program		main and branch *childrens only*		
Sears				
NLM				
NAL				
Other				

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
B. 1. Subject heading scheme				
Library of Congress	main and branch	main and 1 branch	not provided	main
LC Modified		2 branches		
Change 75% or more of LC headings				
Change 50% of LC headings			main	
Change 25% or less of LC headings		main and branch	branch	
Annotated Card Program				
Sears				
NLM				
NAL				
Other				

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
B. 1. Subject heading scheme				
Library of Congress	main	main	main	main branch
LC Modified		branch		
Change 75% or more of LC headings				
Change 50% of LC headings		branch		
Change 25% or less of LC headings		main	X	
Annotated Card Program				
Sears				
NLM				
NAL				
Other				

	MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
B. 1. Subject heading scheme				
Library of Congress	main branch	main and branch	main and branch	X
LC Modified				
Change 75% or more of LC headings				
Change 50% of LC headings				
Change 25% or less of LC headings	main branch		main and branch	X
Annotated Card Program			branch	
Sears				
NLM				
NAL				
Other				

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
B. 1. Subject heading scheme				
Library of Congress	main and branch	main	main	X
LC Modified		main and branch	branch	
Change 75% or more of LC headings				
Change 50% of LC headings				
Change 25% or less of LC headings	main and branch	main and branch	main	X
Annotated Card Program		branch		
Sears		branch		
NLM				
NAL				
Other				

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
B. 1. Subject heading scheme				
Library of Congress	main and branch	main and branch	main and branch	main and branch
LC Modified				
Change 75% or more of LC headings				
Change 50% of LC headings				
Change 25% or less of LC headings	main and branch	main and branch	main and branch	
Annotated Card Program	main and branch			
Sears				
NLM	branch			
NAL				
Other				

	STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
B. 1. Subject heading scheme				
Library of Congress	main and branch	main and branch	main and branch	main
LC Modified				
Change 75% or more of LC headings				
Change 50% of LC headings				
Change 25% or less of LC headings	main and branch	main and branch	main and branch	
Annotated Card Program				
Sears	main and branch			
NLM				
NAL				
Other				

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
B. 1. Subject heading scheme				
Library of Congress	main and branch	main and branch	main and branch	main and branch
LC Modified	*LC additions in special collections for Vermont material*			
Change 75% or more of LC headings				
Change 50% of LC headings				
Change 25% or less of LC headings	*we add less than 25% of LC's headings in Special Coll. Dept. Vermontiana*			main and branch
Annotated Card Program				
Sears				
NLM				
NAL				
Other				

	W.P.I.	WORCESTER STATE	YALE UNIV.
B. 1. Subject heading scheme			
Library of Congress	main and branch	main	main and branch
LC Modified			
Change 75% or more of LC headings			
Change 50% of LC headings			
Change 25% or less of LC headings	main and branch		main and branch
Annotated Card Program			
Sears		branch *juvenile*	
NLM			
NAL			
Other			

THIS PAGE LEFT BLANK INTENTIONALLY

I

Sect. II

p. 5

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
B. 2. Has your institution recently (within the past 5-7 years) changed to LC subject headings?	yes	no	yes	no
a) If yes, was the decision made primarily because of the decision to join NELINET/OCLC?	yes		yes	
If no, do you now wish you had changed when you joined NELINET/OCLC?		not provided		not provided
b) Has your institution modified its use of LC headings to accommodate OCLC?	no	no	no	no
C. Processing for branch or departmental libraries				
1. Is material for branch or departmental libraries processed through a terminal in the "main" library?	yes	no	yes	yes
2. Was this material processed in the main library prior to use of the terminal?	yes		yes	yes

2

I - BACKGROUND, SECTION II - TECHNICAL SERVICES INFORMATION

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
B. 2. Has your institution recently (within the past 5-7 years) changed to LC subject headings?	no	no	no	no
a) If yes, was the decision made primarily because of the decision to join NELINET/OCLC?				
If no, do you now wish you had changed when you joined NELINET/OCLC?	not provided	not provided	not provided	no
b) Has your institution modified its use of LC headings to accommodate OCLC?	no	no	no	no
C. Processing for branch or departmental libraries				
1. Is material for branch or departmental libraries processed through a terminal in the "main" library?	yes		yes	yes
2. Was this material processed in the main library prior to use of the terminal?	yes		yes	yes

	CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
B. 2. Has your institution recently (within the past 5-7 years) changed to LC subject headings?	no	no	no	no
a) If yes, was the decision made primarily because of the decision to join NELINET/OCLC?				
If no, do you now wish you had changed when you joined NELINET/OCLC?	not provided	not provided	no	not provided
b) Has your institution modified its use of LC headings to accommodate OCLC?	no	no	no	not provided
C. Processing for branch or departmental libraries				
1. Is material for branch or departmental libraries processed through a terminal in the "main" library?	yes	yes	yes	yes
2. Was this material processed in the main library prior to use of the terminal?	yes	yes	yes	yes

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
B. 2. Has your institution recently (within the past 5-7 years) changed to LC subject headings?	no	no	no	no
a) If yes, was the decision made primarily because of the decision to join NELINET/OCLC?				
If no, do you now wish you had changed when you joined NELINET/OCLC?	not provided	not provided	no	not provided
b) Has your institution modified its use of LC headings to accommodate OCLC?	no	yes	no	no
C. Processing for branch or departmental libraries				
1. Is material for branch or departmental libraries processed through a terminal in the "main" library?		yes	no *n.a.*	
2. Was this material processed in the main library prior to use of the terminal?		yes		

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
B. 2. Has your institution recently (within the past 5-7 years) changed to LC subject headings?	no	no	no	yes
a) If yes, was the decision made primarily because of the decision to join NELINET/OCLC?				no
If no, do you now wish you had changed when you joined NELINET/OCLC?	not provided	not provided	no	
b) Has your institution modified its use of LC headings to accommodate OCLC?	yes	not provided	no	no
C. Processing for branch or departmental libraries				
1. Is material for branch or departmental libraries processed through a terminal in the "main" library?	yes	yes (all branches)	yes	no
2. Was this material processed in the main library prior to use of the terminal?	yes	yes (1 branch) no (2 branches)	*some*	

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
B. 2. Has your institution recently (within the past 5-7 years) changed to LC subject headings?	yes	no	no	no
a) If yes, was the decision made primarily because of the decision to join NELINET/OCLC?	no			
If no, do you now wish you had changed when you joined NELINET/OCLC?	not provided	not provided	no	not provided
b) Has your institution modified its use of LC headings to accommodate OCLC?	no	no	no	yes
C. Processing for branch or departmental libraries				
1. Is material for branch or departmental libraries processed through a terminal in the "main" library?	no	yes	yes	yes
2. Was this material processed in the main library prior to use of the terminal?	no	yes	yes	yes

	MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
B. 2. Has your institution recently (within the past 5-7 years) changed to LC subject headings?	no	no	no	no
a) If yes, was the decision made primarily because of the decision to join NELINET/OCLC?				
If no, do you now wish you had changed when you joined NELINET/OCLC?	no	not provided	no	not provided
b) Has your institution modified its use of LC headings to accommodate OCLC?	no	no	no	not provided
C. Processing for branch or departmental libraries				
1. Is material for branch or departmental libraries processed through a terminal in the "main" library?	yes	yes	yes	
2. Was this material processed in the main library prior to use of the terminal?	yes	yes	yes	

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
B. 2. Has your institution recently (within the past 5-7 years) changed to LC subject headings?	no	no	no	no
a) If yes, was the decision made primarily because of the decision to join NELINET/OCLC?				
If no, do you now wish you had changed when you joined NELINET/OCLC?	not provided	no	not provided	not provided
b) Has your institution modified its use of LC headings to accommodate OCLC?	no	yes	no	no
C. Processing for branch or departmental libraries				
1. Is material for branch or departmental libraries processed through a terminal in the "main" library?	yes	yes	yes	
2. Was this material processed in the main library prior to use of the terminal?	yes	yes	yes	

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
B. 2. Has your institution recently (within the past 5-7 years) changed to LC subject headings?	no	no	no	no
a) If yes, was the decision made primarily because of the decision to join NELINET/OCLC?				
If no, do you now wish you had changed when you joined NELINET/OCLC?	not provided		not provided	no
b) Has your institution modified its use of LC headings to accommodate OCLC?	no	no	no	no
C. Processing for branch or departmental libraries				
1. Is material for branch or departmental libraries processed through a terminal in the "main" library?	yes	yes	yes	yes
2. Was this material processed in the main library prior to use of the terminal?	yes	no	yes	yes *(with exceptions)*

I - BACKGROUND, SECTION II - TECHNICAL SERVICES INFORMATION, p. 5

	STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
B. 2. Has your institution recently (within the past 5-7 years) changed to LC subject headings?	no	no	no	no
a) If yes, was the decision made primarily because of the decision to join NELINET/OCLC?				
If no, do you now wish you had changed when you joined NELINET/OCLC?	not provided	not provided	not provided	not provided
b) Has your institution modified its use of LC headings to accommodate OCLC?	no	yes	no	no
C. Processing for branch or departmental libraries				
1. Is material for branch or departmental libraries processed through a terminal in the "main" library?	yes	yes	yes	no
2. Was this material processed in the main library prior to use of the terminal?	yes	yes	yes	not provided

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
B. 2. Has your institution recently (within the past 5-7 years) changed to LC subject headings?	no	no	no	no
a) If yes, was the decision made primarily because of the decision to join NELINET/OCLC?				
If no, do you now wish you had changed when you joined NELINET/OCLC?	not provided	not provided	no	not provided
b) Has your institution modified its use of LC headings to accommodate OCLC?	no	yes	not provided	no
C. Processing for branch or departmental libraries				
1. Is material for branch or departmental libraries processed through a terminal in the "main" library?	yes	yes	yes	yes
2. Was this material processed in the main library prior to use of the terminal?	yes	yes *(with exceptions)*	yes	yes

		W.P.I.	WORCESTER STATE	YALE UNIV.
B. 2.	Has your institution recently (within the past 5-7 years) changed to LC subject headings?	no	no	no
a)	If yes, was the decision made primarily because of the decision to join NELINET/OCLC?			
	If no, do you now wish you had changed when you joined NELINET/OCLC?	not provided	not provided	not provided
b)	Has your institution modified its use of LC headings to accommodate OCLC?	no	not provided	no
C.	Processing for branch or departmental libraries			
1.	Is material for branch or departmental libraries processed through a terminal in the "main" library?	yes	yes	yes
2.	Was this material processed in the main library prior to use of the terminal?	yes	yes	yes

THIS PAGE LEFT BLANK INTENTIONALLY.

I

Sect. II

pp. 6&7

I - BACKGROUND, SECTION II - TECHNICAL SERVICES INFORMATION, pp. 6 & 7

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
D. Public catalog arrangement				
1. Dictionary	main and branch	main	branch	main
Classed				
Divided			main	branch
Divisions			author-title-name subjects; topical subjects	name; subject
Other				
2. Has your institution recently (within the past 5-7 years) changed the arrangement of its public catalog?	no	yes	yes	no
a) If yes, was the decision to change made primarily because of the decision to join NELINET/OCLC?		no	yes	
If no, do you now wish you had changed when you joined NELINET/OCLC?	not provided			not provided
b) Has your institution modified the arrangement of its catalog to accommodate to OCLC?	no	no	no	no

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
D. Public catalog arrangement				
1. Dictionary	main and branch	main	main and branch	main and branch
Classed				
Divided				
Divisions				
Other				
2. Has your institution recently (within the past 5-7 years) changed the arrangement of its public catalog?	no	no	no	no
a) If yes, was the decision to change made primarily because of the decision to join NELINET/OCLC?				
If no, do you now wish you had changed when you joined NELINET/OCLC?	no	no	no	no
b) Has your institution modified the arrangement of its catalog to accommodate to OCLC?	no	no	no	no

I - BACKGROUND, SECTION II - TECHNICAL SERVICES INFORMATION, pp. 6 & 7

	CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
D. Public catalog arrangement				
1. Dictionary	in 2 branches	branch		
Classed				
Divided	in all others	main	main	main and branch
Divisions	name-title; subject	author-title; subject branches: 2-author; title; subject, 1-author-title; subject	author-title; subject	author-title; subject
Other				
2. Has your institution recently (within the past 5-7 years) changed the arrangement of its public catalog?	yes	no	no	no
a) If yes, was the decision to change made primarily because of the decision to join NELINET/OCLC?	no			
If no, do you now wish you had changed when you joined NELINET/OCLC?	no	no	no	no
b) Has your institution modified the arrangement of its catalog to accommodate to OCLC?	no	no	no	no

I - BACKGROUND, SECTION II - TECHNICAL SERVICES INFORMATION, pp. 6 & 7

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
D. Public catalog arrangement				
1. Dictionary			main	main
Classed				
Divided	main	main and branch		
Divisions	author-title; subject; phonodiscs	author-title; subject		
Other				
2. Has your institution recently (within the past 5-7 years) changed the arrangement of its public catalog?	yes	yes	no	no
a) If yes, was the decision to change made primarily because of the decision to join NELINET/OCLC?	no	no		
If no, do you now wish you had changed when you joined NELINET/OCLC?			no	not provided
b) Has your institution modified the arrangement of its catalog to accommodate to OCLC?	no	no	no	no

I - BACKGROUND, SECTION II - TECHNICAL SERVICES INFORMATION, pp. 6 & 7

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
D. Public catalog arrangement				
1. Dictionary	main and branch	in 2 branches	main	main
Classed				
Divided		main and 1 branch	branch	
Divisions		author-title; subject	not provided	
Other				
2. Has your institution recently (within the past 5-7 years) changed the arrangement of its public catalog?	yes	yes	no	no
a) If yes, was the decision to change made primarily because of the decision to join NELINET/OCLC?	yes	no		
If no, do you now wish you had changed when you joined NELINET/OCLC?			no	no
b) Has your institution modified the arrangement of its catalog to accommodate to OCLC?	yes-*to accommodate computerized filing and AACR*	no	no	no

I - BACKGROUND, SECTION II - TECHNICAL SERVICES INFORMATION, pp. 6 & 7

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
D. Public catalog arrangement				
1. Dictionary	main	main and branch		
Classed				
Divided			main and branch	main and branch
Divisions	dictionary; audio-visual		author; subject; title	author-title; subject
Other				
2. Has your institution recently (within the past 5-7 years) changed the arrangement of its public catalog?	yes	no	yes	no
a) If yes, was the decision to change made primarily because of the decision to join NELINET/OCLC?	no		no	
If no, do you now wish you had changed when you joined NELINET/OCLC?		no	no	not provided
b) Has your institution modified the arrangement of its catalog to accommodate to OCLC?	not provided	no	no	no

I - BACKGROUND, SECTION II - TECHNICAL SERVICES INFORMATION, pp. 6 & 7

	MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
D. Public catalog arrangement				
1. Dictionary		main and branch	main and branch	
Classed				
Divided	main and branch			main
Divisions	name-title; subject			author-title; subject
Other				
2. Has your institution recently (within the past 5-7 years) changed the arrangement of its public catalog?	yes	no	yes	yes
a) If yes, was the decision to change made primarily because of the decision to join NELINET/OCLC?	no		yes	no
If no, do you now wish you had changed when you joined NELINET/OCLC?	no	not provided		
b) Has your institution modified the arrangement of its catalog to accommodate to OCLC?	no	no	yes-*we changed from a divided catalog to a dictionary catalog*	no

I - BACKGROUND, SECTION II - TECHNICAL SERVICES INFORMATION, pp. 6 & 7

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
D. Public catalog arrangement				
1. Dictionary	main and branch	main and branch		
Classed				
Divided			main	main
Divisions			author-title; subject	author; title; subject
Other				
2. Has your institution recently (within the past 5-7 years) changed the arrangement of its public catalog?	yes	no	yes	no
a) If yes, was the decision to change made primarily because of the decision to join NELINET/OCLC?	no		no	
If no, do you now wish you had changed when you joined NELINET/OCLC?		no	no	no
b) Has your institution modified the arrangement of it's catalog to accommodate to OCLC?	no	no	no	no

I - BACKGROUND, SECTION II - TECHNICAL SERVICES INFORMATION, pp. 6 & 7

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
D. Public catalog arrangement				
1. Dictionary		branch		main and branch
Classed				
Divided	main	main	main and branch	branch (music)
Divisions	author-title; subject	author-title; subject	author-title; subject	by format
Other				
2. Has your institution recently (within the past 5-7 years) changed the arrangement of its public catalog?	no	yes	no	no
a) If yes, was the decision to change made primarily because of the decision to join NELINET/OCLC?		no		
If no, do you now wish you had changed when you joined NELINET/OCLC?	no	yes	no	no
b) Has your institution modified the arrangement of its catalog to accommodate to OCLC?	no	no	no	no

I - BACKGROUND, SECTION II - TECHNICAL SERVICES INFORMATION, pp. 6 & 7

	STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
D. Public catalog arrangement				
1. Dictionary		branch	main and branch	
Classed				
Divided	main and branch	branch		main
Divisions	author-title; subject	author-title; subject		author-title; subjects
Other				
2. Has your institution recently (within the past 5-7 years) changed the arrangement of its public catalog?	yes	yes	no	yes
a) If yes, was the decision to change made primarily because of the decision to join NELINET/OCLC?	no	no		no
If no, do you now wish you had changed when you joined NELINET/OCLC?		no	no	
b) Has your institution modified the arrangement of its catalog to accommodate to OCLC?	not provided	no	no	no

I - BACKGROUND, SECTION II - TECHNICAL SERVICES INFORMATION, pp. 6 & 7

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
D. Public catalog arrangement				
1. Dictionary	branch	branch	main and branch	main and branch
Classed				
Divided	main	main and branch (music)	branch	
Divisions	author-title; subject	author-title; subject	name-title; subject	
Other				
2. Has your institution recently (within the past 5-7 years) changed the arrangement of its public catalog?	no	no	no	no
a) If yes, was the decision to change made primarily because of the decision to join NELINET/OCLC?				
If no, do you now wish you had changed when you joined NELINET/OCLC?	no	not provided	no	no
b) Has your institution modified the arrangement of its catalog to accommodate to OCLC?	no	no	no	no

I - BACKGROUND, SECTION II - TECHNICAL SERVICES INFORMATION, pp. 6 & 7

	W.P.I.	WORCESTER STATE	YALE UNIV.
D. Public catalog arrangement			
1. Dictionary	main	main *(will convert to divided in summer 1975)*	main and branch
Classed			
Divided			
Divisions			
Other			
2. Has your institution recently (within the past 5-7 years) changed the arrangement of its public catalog?	no	yes	no
a) If yes, was the decision to change made primarily because of the decision to join NELINET/OCLC?		no-*but it was a factor*	
If no, do you now wish you had changed when you joined NELINET/OCLC?	no		no
b) Has your institution modified the arrangement of its catalog to accommodate to OCLC?	no	no	no

THIS PAGE LEFT BLANK INTENTIONALLY

I

Sect. II

pp. 7&8

I - BACKGROUND, SECTION II - TECHNICAL SERVICES INFORMATION, pp. 7 & 8

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
E. Acquisitions pattern - % of your present monographic acquisitions which are:				
English language	88	90	70	80
other Roman alphabet	12	9.9	25	18
non-Roman alphabet	less than 1	.1	5	2
current imprint (last 5-7 years)	93	80	90	90
F. Retrospective conversion				
1. Is your institution now in the process of retrospective conversion of the shelflist to machine-readable form?	no	no	no	no
a) Is this being done using OCLC? If no, how is it being done, and what use will be made of the resulting records?				

2. How important do you consider other members' retrospective conversion of their shelflist using OCLC?	14 of great importance 19 of moderate importance 8 not very important
3. How important do you consider retrospective conversion of your institution's shelflist using OCLC?	10 of great importance 14 of moderate importance 18 not very important
4. If moderately or greatly important, note major deterrents.	Major deterrents mentioned most often were cost and lack of staff and terminal time. Other problems cited included unreliability of OCLC, inability to handle resulting ILL requests, the inaccessibility of the archive tapes, and lack of network-wide coordination.

I - BACKGROUND, SECTION II - TECHNICAL SERVICES INFORMATION, pp. 7 & 8

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
E. Acquisitions pattern - % of your present monographic acquisitions which are:				
English language	60	90	80	75
other Roman alphabet	33	9	18	20
non-Roman alphabet	7	1	2	5
current imprint (last 5-7 years)	85	90	90	85
F. Retrospective conversion				
1. Is your institution now in the process of retrospective conversion of the shelflist to machine-readable form?	no	no	no	no
a) Is this being done using OCLC?				
If no, how is it being done, and what use will be made of the resulting records?				
2. How important do you consider other members' retrospective conversion of their shelflist using OCLC?	14 of great importance 19 of moderate importance 8 not very important			
3. How important do you consider retrospective conversion of your institution's shelflist using OCLC?	10 of great importance 14 of moderate importance 18 not very important			
4. If moderately or greatly important, note major deterrents.	Major deterrents mentioned most often were cost and lack of staff and terminal time. Other problems cited included unreliability of OCLC, inability to handle resulting ILL requests, the inaccessibility of the archive tapes, and lack of network-wide coordination.			

I - BACKGROUND, SECTION II - TECHNICAL SERVICES INFORMATION, pp. 7 & 8

	CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
E. Acquisitions pattern - % of your present monographic acquisitions which are:		not provided		not provided
English language	98		98	
other Roman alphabet	1.5		1.9	
non-Roman alphabet	1.5		.1	
current imprint (last 5-7 years)	99		90	
F. Retrospective conversion				
1. Is your institution now in the process of retrospective conversion of the shelflist to machine-readable form?	no	no	no	no
a) Is this being done using OCLC?				
If no, how is it being done, and what use will be made of the resulting records?				
2. How important do you consider other members' retrospective conversion of their shelflist using OCLC?	14 of great importance 19 of moderate importance 8 not very important			
3. How important do you consider retrospective conversion of your institution's shelflist using OCLC?	10 of great importance 14 of moderate importance 18 not very important			
4. If moderately or greatly important, note major deterrents.	Major deterrents mentioned most often were cost and lack of staff and terminal time. Other problems cited included unreliability of OCLC, inability to handle resulting ILL requests, the inaccessibility of the archive tapes, and lack of network-wide coordination.			

I - BACKGROUND, SECTION II - TECHNICAL SERVICES INFORMATION, pp. 7 & 8

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
E. Acquisitions pattern - % of your present monographic acquisitions which are:				
English language	90	95	80	95
other Roman alphabet	9.5	4	15	
non-Roman alphabet	.05	1	5	
current imprint (last 5-7 years)	68	90	80	75
F. Retrospective conversion				
1. Is your institution now in the process of retrospective conversion of the shelflist to machine-readable form?	yes	yes	no	no
a) Is this being done using OCLC?	yes	no		
If no, how is it being done, and what use will be made of the resulting records?		*CLSI automated circ. control system--circ. control*		
2. How important do you consider other members' retrospective conversion of their shelflist using OCLC?	14 of great importance 19 of moderate importance 8 not very important			
3. How important do you consider retrospective conversion of your institution's shelflist using OCLC?	10 of great importance 14 of moderate importance 18 not very important			
4. If moderately or greatly important, note major deterrents.	Major deterrents mentioned most often were cost and lack of staff and terminal time. Other problems cited included unreliability of OCLC, inability to handle resulting ILL requests, the inaccessibility of the archive tapes, and lack of network-wide coordination.			

I - BACKGROUND, SECTION II - TECHNICAL SERVICES INFORMATION, pp. 7 & 8

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
E. Acquisitions pattern - % of your present monographic acquisitions which are:				
English language	88	95	40	45
other Roman alphabet	10	5	60	54
non-Roman alphabet	2	less than 1		1
current imprint (last 5-7 years)	95	80	85	90
F. Retrospective conversion				
1. Is your institution now in the process of retrospective conversion of the shelflist to machine-readable form?	no	no	yes	no
a) Is this being done using OCLC?			no	
If no, how is it being done, and what use will be made of the resulting records?			*in-house system--on class-class basis. Not provided*	
2. How important do you consider other members' retrospective conversion of their shelflist using OCLC?	14 of great importance 19 of moderate importance 8 not very important			
3. How important do you consider retrospective conversion of your institution's shelflist using OCLC?	10 of great importance 14 of moderate importance 18 not very important			
4. If moderately or greatly important, note major deterrents.	Major deterrents mentioned most often were cost and lack of staff and terminal time. Other problems cited included unreliability of OCLC, inability to handle resulting ILL requests, the inaccessibility of the archive tapes, and lack of network-wide coordination.			

I - BACKGROUND, SECTION II - TECHNICAL SERVICES INFORMATION, pp. 7 & 8

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
E. Acquisitions pattern - % of your present monographic acquisitions which are:				
English language	100	97	95	90
other Roman alphabet		3		8
non-Roman alphabet				2
current imprint (last 5-7 years)	85	90	97	90
F. Retrospective conversion				
1. Is your institution now in the process of retrospective conversion of the shelflist to machine-readable form?	no	no	no	no
a) Is this being done using OCLC?				
If no, how is it being done, and what use will be made of the resulting records?				
2. How important do you consider other members' retrospective conversion of their shelflist using OCLC?	14 of great importance 19 of moderate importance 8 not very important			
3. How important do you consider retrospective conversion of your institution's shelflist using OCLC?	10 of great importance 14 of moderate importance 18 not very important			
4. If moderately or greatly important, note major deterrents.	Major deterrents mentioned most often were cost and lack of staff and terminal time. Other problems cited included unreliability of OCLC, inability to handle resulting ILL requests, the inaccessibility of the archive tapes, and lack of network-wide coordination.			

I - BACKGROUND, SECTION II - TECHNICAL SERVICES INFORMATION, pp. 7 & 8

	MIDDLEBURY COLLEGE	MT.HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
E. Acquisitions pattern - % of your present monographic acquisitions which are:				
English language	80	75-80	90	80
other Roman alphabet	16		8	19
non-Roman alphabet	4	.01	2	1
current imprint (last 5-7 years)	90	85	98	65
F. Retrospective conversion				
1. Is your institution now in the process of retrospective conversion of the shelflist to machine-readable form?	no	no	no	no
a) Is this being done using OCLC? If no, how is it being done, and what use will be made of the resulting records?				

2. How important do you consider other members' retrospective conversion of their shelflist using OCLC?	14 of great importance 19 of moderate importance 8 not very important
3. How important do you consider retrospective conversion of your institution's shelflist using OCLC?	10 of great importance 14 of moderate importance 18 not very important
4. If moderately or greatly important, note major deterrents.	Major deterrents mentioned most often were cost and lack of staff and terminal time. Other problems cited included unreliability of OCLC, inability to handle resulting ILL requests, the inaccessibility of the archive tapes, and lack of network-wide coordination.

I - BACKGROUND, SECTION II - TECHNICAL SERVICES INFORMATION, pp. 7 & 8

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
E. Acquisitions pattern - % of your present monographic acquisitions which are:				
English language	95	99	85	85
other Roman alphabet	5	1	15	15
non-Roman alphabet				
current imprint (last 5-7 years)	90	90	90-95	80
F. Retrospective conversion				
1. Is your institution now in the process of retrospective conversion of the shelflist to machine-readable form?	no	no	no	no
a) Is this being done using OCLC?				
If no, how is it being done, and what use will be made of the resulting records?				

2. How important do you consider other members' retrospective conversion of their shelflist using OCLC?	14 of great importance 19 of moderate importance 8 not very important
3. How important do you consider retrospective conversion of your institution's shelflist using OCLC?	10 of great importance 14 of moderate importance 18 not very important
4. If moderately or greatly important, note major deterrents.	Major deterrents mentioned most often were cost and lack of staff and terminal time. Other problems cited included unreliability of OCLC, inability to handle resulting ILL requests, the inaccessibility of the archive tapes, and lack of network-wide coordination.

I - BACKGROUND, SECTION II - TECHNICAL SERVICES INFORMATION, pp. 7 & 8

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
E. Acquisitions pattern - % of your present monographic acquisitions which are:				
English language	99	95	99	77.6
other Roman alphabet	1	4.8		21
non-Roman alphabet		.2		1.4
current imprint (last 5-7 years)	80	95	85	77
F. Retrospective conversion				
1. Is your institution now in the process of retrospective conversion of the shelflist to machine-readable form?	no	no	no	no
a) Is this being done using OCLC?				
If no, how is it being done, and what use will be made of the resulting records?				

2. How important do you consider other members' retrospective conversion of their shelflist using OCLC?	14 of great importance 19 of moderate importance 8 not very important
3. How important do you consider retrospective conversion of your institution's shelflist using OCLC?	10 of great importance 14 of moderate importance 18 not very important
4. If moderately or greatly important, note major deterrents.	Major deterrents mentioned most often were cost and lack of staff and terminal time. Other problems cited included unreliabilit of OCLC, inability to handle resulting ILL requests, the inaccessibility of the archive tapes, and lack of network-wide coordination.

I - BACKGROUND, SECTION II - TECHNICAL SERVICES INFORMATION, pp. 7 & 8

	STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
E. Acquisitions pattern - % of your present monographic acquisitions which are:				
English language	99	94	85	98
other Roman alphabet		5	14	1.7
non-Roman alphabet		1	1	.3
current imprint (last 5-7 years)		75	70	98
F. Retrospective conversion				
1. Is your institution now in the process of retrospective conversion of the shelflist to machine-readable form?	no	no	no	no
a) Is this being done using OCLC?				
If no, how is it being done, and what use will be made of the resulting records?				

2. How important do you consider other members' retrospective conversion of their shelflist using OCLC?	14 of great importance 19 of moderate importance 8 not very important
3. How important do you consider retrospective conversion of your institution's shelflist using OCLC?	10 of great importance 14 of moderate importance 18 not very important
4. If moderately or greatly important, note major deterrents.	Major deterrents mentioned most often were cost and lack of staff and terminal time. Other problems cited included unreliability of OCLC, inability to handle resulting ILL requests, the inaccessibility of the archive tapes, and lack of network-wide coordination.

I - BACKGROUND, SECTION II - TECHNICAL SERVICES INFORMATION, pp. 7 & 8

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
E. Acquisitions pattern - % of your present monographic acquisitions which are:				
English language	75		78.9	90
other Roman alphabet	24		19.5	8
non-Roman alphabet	1		1.6	2
current imprint (last 5-7 years)	85	86	80	80
F. Retrospective conversion				
1. Is your institution now in the process of retrospective conversion of the shelflist to machine-readable form?	no	no	no	no
a) Is this being done using OCLC?				
If no, how is it being done, and what use will be made of the resulting records?				
2. How important do you consider other members' retrospective conversion of their shelflist using OCLC?	14 of great importance 19 of moderate importance 8 not very important			
3. How important do you consider retrospective conversion of your institution's shelflist using OCLC?	10 of great importance 14 of moderate importance 18 not very important			
4. If moderately or greatly important, note major deterrents.	Major deterrents mentioned most often were cost and lack of staff and terminal time. Other problems cited included unreliability of OCLC, inability to handle resulting ILL requests, the inaccessibility of the archive tapes, and lack of network-wide coordination.			

I - BACKGROUND, SECTION II - TECHNICAL SERVICES INFORMATION, pp. 7 & 8

	W.P.I.	WORCESTER STATE	YALE UNIV.
E. Acquisitions pattern - % of your present monographic acquisitions which are:			
English language	95	85	60
other Roman alphabet	5	15	30
non-Roman alphabet			10
current imprint (last 5-7 years)		95	75
F. Retrospective conversion			
1. Is your institution now in the process of retrospective conversion of the shelflist to machine-readable form?	no	no	no
a) Is this being done using OCLC? If no, how is it being done, and what use will be made of the resulting records?			
2. How important do you consider other members' retrospective conversion of their shelflist using OCLC?	14 of great importance 19 of moderate importance 8 not very important		
3. How important do you consider retrospective conversion of your institution's shelflist using OCLC?	10 of great importance 14 of moderate importance 18 not very important		
4. If moderately or greatly important, note major deterrents.	Major deterrents mentioned most often were cost and lack of staff and terminal time. Other problems cited included unreliability of OCLC, inability to handle resulting ILL requests, the inaccessibility of the archive tapes, and lack of network-wide coordination.		

THIS PAGE LEFT BLANK INTENTIONALLY

I

Sect. II

p. 9

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
G. Reclassification				
1. Is your institution now doing, or planning to do, a reclassification of any part of its collection to LC classification?	yes	yes	no	no
a) Through OCLC	yes	yes		
1) If yes,				
(a) The terminal is (will be) used:				
for information only				
to request new cards				
for both	X	X		
(b) This will be (is) done:				
as a "crash" program				
fairly regularly				
only as time permits	X	X		

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
G. Reclassification				
1. Is your institution now doing, or planning to do, a reclassification of any part of its collection to LC classification?	no	yes	no	yes
a) Through OCLC		yes		yes
1) If yes,				
(a) The terminal is (will be) used:				
for information only				
to request new cards				X
for both		X		
(b) This will be (is) done:				
as a "crash" program				
fairly regularly		X		
only as time permits				X

	CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
G. Reclassification				
1. Is your institution now doing, or planning to do, a reclassification of any part of its collection to LC classification?	no	yes	no	no
a) Through OCLC		yes		
1) If yes,				
(a) The terminal is (will be) used:				
for information only				
to request new cards				
for both		X		
(b) This will be (is) done:				
as a "crash" program				
fairly regularly				
only as time permits		X		

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
G. Reclassification				
1. Is your institution now doing, or planning to do, a reclassification of any part of its collection to LC classification?	yes	no	no	no
a) Through OCLC	yes			
1) If yes,				
(a) The terminal is (will be) used:				
for information only				
to request new cards	X			
for both				
(b) This will be (is) done:				
as a "crash" program				
fairly regularly	X			
only as time permits				

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
G. Reclassification				
1. Is your institution now doing, or planning to do, a reclassification of any part of its collection to LC classification?	yes	no	yes-*under consideration*	yes
a) Through OCLC	yes		yes	yes
1) If yes,			not provided	
(a) The terminal is (will be) used:				
for information only				
to request new cards	X			
for both				X
(b) This will be (is) done:			not provided	
as a "crash" program				
fairly regularly	X			
only as time permits				X

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
G. Reclassification				
1. Is your institution now doing, or planning to do, a reclassification of any part of its collection to LC classification?	no	no	no	yes
a) Through OCLC				yes
1) If yes,				
(a) The terminal is (will be) used:				
for information only				
to request new cards				X
for both				
(b) This will be (is) done:				
as a "crash" program				
fairly regularly				
only as time permits				X

	MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
G. Reclassification				
1. Is your institution now doing, or planning to do, a reclassification of any part of its collection to LC classification?	yes	yes	yes	no
a) Through OCLC	yes	yes	yes	
1) If yes,				
(a) The terminal is (will be) used:				
for information only				
to request new cards				
for both	X	X	X	
(b) This will be (is) done:				
as a "crash" program				
fairly regularly	X	X		
only as time permits			X	

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
G. Reclassification				
1. Is your institution now doing, or planning to do, a reclassification of any part of its collection to LC classification?	yes	no	no	yes
a) Through OCLC	yes			yes
1) If yes,				
(a) The terminal is (will be) used:				
for information only				
to request new cards				
for both	X			X
(b) This will be (is) done:				
as a "crash" program				
fairly regularly	X			
only as time permits				X

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
G. Reclassification				
1. Is your institution now doing, or planning to do, a reclassification of any part of its collection to LC classification?	no	yes	no	yes
a) Through OCLC		yes		yes
1) If yes,				
(a) The terminal is (will be) used:				
for information only				
to request new cards				
for both		X		X
(b) This will be (is) done:				
as a "crash" program				
fairly regularly		X		X
only as time permits				

	STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
G. Reclassification				
1. Is your institution now doing, or planning to do, a reclassification of any part of its collection to LC classification?	no	yes	no	no
a) Through OCLC		yes		
1) If yes,				
(a) The terminal is (will be) used:				
for information only				
to request new cards				
for both		X		
(b) This will be (is) done:				
as a "crash" program				
fairly regularly		X		
only as time permits				

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
G. Reclassification				
1. Is your institution now doing, or planning to do, a reclassification of any part of its collection to LC classification?	no	yes	yes	yes
a) Through OCLC		yes	yes	no
1) If yes,				
(a) The terminal is (will be) used:				
for information only				
to request new cards				
for both		X	X	
(b) This will be (is) done:				
as a "crash" program				
fairly regularly				
only as time permits		X	X	

	W.P.I.	WORCESTER STATE	YALE UNIV.
G. Reclassification			
1. Is your institution now doing, or planning to do, a reclassification of any part of its collection to LC classification?	no	yes	yes
a) Through OCLC		yes	yes
1) If yes,			
(a) The terminal is (will be) used:			
for information only			
to request new cards			X
for both		X	
(b) This will be (is) done:			
as a "crash" program			
fairly regularly		X	X
only as time permits			

THIS PAGE LEFT BLANK INTENTIONALLY

I

Sect. II

pp. 9&10

I - BACKGROUND, SECTION II - TECHNICAL SERVICES INFORMATION, pp. 9 & 10

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
G. Reclassification				
1. a) 1) If yes, (continued)				
(c) Proportion of total collection being reclassified:				
75% or more				
50%				
25% or less	X	X		
(d) Proportion of total project completed:				
75% or more				
50%				
25% or less	X	X		
H. Special collections: Does your institution have "special collections" which cause problems, or necessitate considerable modification of established routine, in using the terminal for processing material?	33 institutions answered no to this question.			
1. If yes, briefly explain the problem/modification.	The institutions answering yes constantly cited the unique problems relating to the requirements of specialized collections.			

I - BACKGROUND, SECTION II - TECHNICAL SERVICES INFORMATION, pp. 9 & 10

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
G. Reclassification				
1. a) 1) If yes, (continued)				
(c) Proportion of total collection being reclassified:				
75% or more		X		X
50%				
25% or less				
(d) Proportion of total project completed:				
75% or more		X		
50%				
25% or less				X
H. Special collections: Does your institution have "special collections" which cause problems, or necessitate considerable modification of established routine, in using the terminal for processing material?	33 institutions answered no to this question.			
1. If yes, briefly explain the problem/modification.	The institutions answering yes constantly cited the unique problems relating to the requirements of specialized collections.			

I - BACKGROUND, SECTION II - TECHNICAL SERVICES INFORMATION, pp. 9 & 10

	CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
G. Reclassification				
1. a) 1) If yes, (continued)				
(c) Proportion of total collection being reclassified:		*undecided*		
75% or more				
50%				
25% or less				
(d) Proportion of total project completed:				
75% or more				
50%				
25% or less				
H. Special collections: Does your institution have "special collections" which cause problems, or necessitate considerable modification of established routine, in using the terminal for processing material?	33 institutions answered no to this question.			
1. If yes, briefly explain the problem/modification.	The institutions answering yes constantly cited the unique problems relating to the requirements of specialized collections.			

I - BACKGROUND, SECTION II - TECHNICAL SERVICES INFORMATION, pp. 9 & 10

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
G. Reclassification				
1. a) 1) If yes, (continued)				
(c) Proportion of total collection being reclassified:				
75% or more				
50%				
25% or less	X			
(d) Proportion of total project completed:				
75% or more				
50%				
25% or less	X			
H. Special collections: Does your institution have "special collections" which cause problems, or necessitate considerable modification of established routine, in using the terminal for processing material?	33 institutions answered no to this question.			
1. If yes, briefly explain the problem/modification.	The institutions answering yes constantly cited the unique problems relating to the requirements of specialized collections.			

I - BACKGROUND, SECTION II - TECHNICAL SERVICES INFORMATION, pp. 9 & 10

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
G. Reclassification				
1. a) 1) If yes, (continued)				
(c) Proportion of total collection being reclassified:				
75% or more	X			
50%				
25% or less			X	X
(d) Proportion of total project completed:				
75% or more				
50%				
25% or less	X		X	X
H. Special collections: Does your institution have "special collections" which cause problems, or necessitate considerable modification of established routine, in using the terminal for processing material?	33 institutions answered no to this question.			
1. If yes, briefly explain the problem/modification.	The institutions answering yes constantly cited the unique problems relating to the requirements of specialized collections.			

I - BACKGROUND, SECTION II - TECHNICAL SERVICES INFORMATION, pp. 9 & 10

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
G. Reclassification				
1. a) 1) If yes, (continued)				
(c) Proportion of total collection being reclassified:				
75% or more				X
50%				
25% or less				
(d) Proportion of total project completed:				
75% or more				
50%				
25% or less				X

H. Special collections: Does your institution have "special collections" which cause problems, or necessitate considerable modification of established routine, in using the terminal for processing material?	33 institutions answered no to this question.
1. If yes, briefly explain the problem/modification.	The institutions answering yes constantly cited the unique problems relating to the requirements of specialized collections.

I - BACKGROUND, SECTION II - TECHNICAL SERVICES INFORMATION, pp. 9 & 10

	MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
G. Reclassification				
1. a) 1) If yes, (continued)				
(c) Proportion of total collection being reclassified:				
75% or more	X	X		
50%				
25% or less			X	
(d) Proportion of total project completed:				
75% or more	X		X	
50%				
25% or less		X		
H. Special collections: Does your institution have "special collections" which cause problems, or necessitate considerable modification of established routine, in using the terminal for processing material?	33 institutions answered no to this question.			
1. If yes, briefly explain the problem/modification.	The institutions answering yes constantly cited the unique problems relating to the requirements of specialized collections.			

I - BACKGROUND, SECTION II - TECHNICAL SERVICES INFORMATION, pp. 9 & 10

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
G. Reclassification				
1. a) 1) If yes, (continued)				
(c) Proportion of total collection being reclassified:				
75% or more				
50%				
25% or less	X			X
(d) Proportion of total project completed:				
75% or more				
50%	X			X
25% or less				

H. Special collections: Does your institution have "special collections" which cause problems, or necessitate considerable modification of established routine, in using the terminal for processing material?	33 institutions answered no to this question.
1. If yes, briefly explain the problem/modification.	The institutions answering yes constantly cited the unique problems relating to the requirements of specialized collections.

I - BACKGROUND, SECTION II - TECHNICAL SERVICES INFORMATION, pp. 9 & 10

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
G. Reclassification				
1. a) 1) If yes, (continued)				
(c) Proportion of total collection being reclassified:				
75% or more				
50%				
25% or less		X		X
(d) Proportion of total project completed:				
75% or more				
50%				
25% or less		X		X
H. Special collections: Does your institution have "special collections" which cause problems, or necessitate considerable modification of established routine, in using the terminal for processing material?	33 institutions answered no to this question.			
1. If yes, briefly explain the problem/modification.	The institutions answering yes constantly cited the unique problems relating to the requirements of specialized collections.			

I - BACKGROUND, SECTION II - TECHNICAL SERVICES INFORMATION, pp. 9 & 10

	STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
G. Reclassification				
1. a) 1) If yes, (continued)				
(c) Proportion of total collection being reclassified:				
75% or more		X		
50%				
25% or less				
(d) Proportion of total project completed:				
75% or more				
50%				
25% or less		X		
H. Special collections: Does your institution have "special collections" which cause problems, or necessitate considerable modification of established routine, in using the terminal for processing material?	33 institutions answered no to this question.			
1. If yes, briefly explain the problem/modification.	The institutions answering yes constantly cited the unique problems relating to the requirements of specialized collections.			

I - BACKGROUND, SECTION II - TECHNICAL SERVICES INFORMATION, pp. 9 & 10

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
G. Reclassification				
1. a) 1) If yes, (continued)				
(c) Proportion of total collection being reclassified:		not provided		
75% or more				
50%				
25% or less			X	
(d) Proportion of total project completed:				
75% or more			X	
50%				
25% or less		X		
H. Special collections: Does your institution have "special collections" which cause problems, or necessitate considerable modification of established routine, in using the terminal for processing material?	33 institutions answered no to this question.			
1. If yes, briefly explain the problem/modification.	The institutions answering yes constantly cited the unique problems relating to the requirements of specialized collections.			

I - BACKGROUND, SECTION II - TECHNICAL SERVICES INFORMATION, pp. 9 & 10

	W.P.I.	WORCESTER STATE	YALE UNIV.
G. Reclassification			
1. a) 1) If yes, (continued)			
(c) Proportion of total collection being reclassified:			
75% or more			
50%			
25% or less		X	X
(d) Proportion of total project completed:			
75% or more			X
50%			
25% or less		X	

H. Special collections: Does your institution have "special collections" which cause problems, or necessitate considerable modification of established routine, in using the terminal for processing material?	33 institutions answered no to this question.
1. If yes, briefly explain the problem/modification.	The institutions answering yes constantly cited the unique problems relating to the requirements of specialized collections.

THIS PAGE LEFT BLANK INTENTIONALLY

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
A. Is the terminal used for pre-order searching?	yes	yes	yes	no
1. What categories are searched?				
all requests		X		
all Roman alphabet monographs (inc. English)	X			
all Roman alphabet monographs published since__________				
all English language monographs				
all English language monographs published since__________				
series				
other			*titles not found thru conventional methods*	

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
A. Is the terminal used for pre-order searching?	yes	yes	yes	yes
1. What categories are searched?				
all requests		X	X	X
all Roman alphabet monographs (inc. English)				
all Roman alphabet monographs published since ______________				
all English language monographs				
all English language monographs published since ______________	X - 1968			
series				
other	*some French,* *German,* *Italian*			

	CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
A. Is the terminal used for pre-order searching?	no	yes	yes	yes
1. What categories are searched?				
all requests				
all Roman alphabet monographs (inc. English)		X		
all Roman alphabet monographs published since________				
all English language monographs				
all English language monographs published since________				most since 1970
series				
other			data verification problems	

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
A. Is the terminal used for pre-order searching?	yes	yes	yes	yes
1. What categories are searched?				
all requests	X			X
all Roman alphabet monographs (inc. English)				
all Roman alphabet monographs published since________				
all English language monographs				
all English language monographs published since________				
series				
other		*replacement or added copies*	*costly items or doubtful purchase*	

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
A. Is the terminal used for pre-order searching?	no	no	no	no-*under consideration*
1. What categories are searched?				
all requests				
all Roman alphabet monographs (inc. English)				
all Roman alphabet monographs published since__________				
all English language monographs				
all English language monographs published since__________				
series				
other				

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
A. Is the terminal used for pre-order searching?	no	no	no	no
1. What categories are searched?				
all requests				
all Roman alphabet monographs (inc. English)				
all Roman alphabet monographs published since______________				
all English language monographs				
all English language monographs published since______________				
series				
other				

	MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
A. Is the terminal used for pre-order searching?	yes	yes	no	no
1. What categories are searched?				
all requests		X		
all Roman alphabet monographs (inc. English)				
all Roman alphabet monographs published since ______________				
all English language monographs	X			
all English language monographs published since ______________				
series				
other				

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
A. Is the terminal used for pre-order searching?	yes	no	no	no
1. What categories are searched?				
all requests	X			
all Roman alphabet monographs (inc. English)				
all Roman alphabet monographs published since_______________				
all English language monographs				
all English language monographs published since_______________				
series				
other				

II - OPERATIONS, SECTION I - PRE-ORDER SEARCHING, p. 11

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
A. Is the terminal used for pre-order searching?	no	yes	yes	yes
1. What categories are searched?				
all requests		X		
all Roman alphabet monographs (inc. English)				X
all Roman alphabet monographs published since ______				
all English language monographs				
all English language monographs published since ______				
series				X
other			*when can't find in BIP, PTLA*	

	STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
A. Is the terminal used for pre-order searching?	no	yes	yes	yes
1. What categories are searched?				
all requests		X		
all Roman alphabet monographs (inc. English)				
all Roman alphabet monographs published since________				
all English language monographs				
all English language monographs published since________				
series				
other		*pre-1968 special editions*	*data verification problems*	*classification problems*

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
A. Is the terminal used for pre-order searching?	no	yes	yes	yes
1. What categories are searched?				
all requests				X
all Roman alphabet monographs (inc. English)		X	X	
all Roman alphabet monographs published since__________				
all English language monographs				
all English language monographs published since__________				
series				
other		all *but replacements and known duplicates*		*except phonodiscs and music scores*

	W.P.I.	WORCESTER STATE	YALE UNIV.
A. Is the terminal used for pre-order searching?	yes	no	yes
1. What categories are searched?			
all requests	X		
all Roman alphabet monographs (inc. English)			
all Roman alphabet monographs published since______________			
all English language monographs			X
all English language monographs published since______________			
series			*since 7/75*
other			*French,* *Spanish,* *German*

THIS PAGE LEFT BLANK INTENTIONALLY

II

Sect. I

pp. 12&13

II - OPERATIONS, SECTION I - PRE-ORDER SEARCHING, pp. 12 & 13

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
A. Is the terminal used for pre-order searching?				
2. For what purpose is pre-order search generally done?				
to verify entry	X	X	X	
to obtain publisher's name			X	
to determine whether library already has a copy	X		X	
to determine whether another library has a copy				
other		check series or reprint	LC#, ISBN, title, series	
3. Is information found in this search recorded?	yes	yes	yes	
what information	avail. of entry on system, publ., date	entry, title, LC & OCLC#s, imprint, series, reprint note	all the above	
where recorded	order form	pre-order form	multiple book order form	
4. At what point in the pre-order search is the terminal used?				
before any other tool consulted				
only if search in tools regularly consulted fails				
somewhere in-between	X	X	X	

II - OPERATIONS, SECTION I - PRE-ORDER SEARCHING, pp. 12 & 13

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
A. Is the terminal used for pre-order searching?				
2. For what purpose is pre-order search generally done?				
to verify entry	X	X	X	X
to obtain publisher's name	X		X	X
to determine whether library already has a copy			X	X
to determine whether another library has a copy				
other		LCCN, OCLC #, publ. information		check against other ed., update information from other tools
3. Is information found in this search recorded?	yes	yes	yes	yes
what information	OCLC #, bibliographic information	all of above	OCLC #, main entry, publisher	main entry title, ed., date, # of volumes
where recorded	order request form then order form	order work form then multiple work form	order card then multiple order form	order card then multiple order form
4. At what point in the pre-order search is the terminal used?				
before any other tool consulted		X	X	X
only if search in tools regularly consulted fails				
somewhere in-between	X			

II - OPERATIONS, SECTION I - PRE-ORDER SEARCHING, pp. 12 & 13

	CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
A. Is the terminal used for pre-order searching?				
2. For what purpose is pre-order search generally done?				
to verify entry		X	X	
to obtain publisher's name		X	X	
to determine whether library already has a copy		X		X
to determine whether another library has a copy				
other			date & country of publication, type of publication	more bibliographic information
3. Is information found in this search recorded?		yes	yes	yes
what information		entry, publication information, OCLC #	bibliographic	author, title, imprint, series, LCCN
where recorded		order request slip	multiple order form	order form
4. At what point in the pre-order search is the terminal used?				
before any other tool consulted				X
only if search in tools regularly consulted fails			X	
somewhere in-between		X		

II - OPERATIONS, SECTION I - PRE-ORDER SEARCHING, pp. 12 & 13

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
A. Is the terminal used for pre-order searching?				
2. For what purpose is pre-order search generally done?		not provided		
to Verify entry	X		X	X
to obtain publisher's name	X			
to determine whether library already has a copy	X			
to determine whether another library has a copy			X	
other	availability in system			
3. Is information found in this search recorded?	yes	yes	no	yes
what information	OCLC #, LC call #	call #, holdings		OCLC #
where recorded	multiple order form	multiple order form		request form then multiple order form
4. At what point in the pre-order search is the terminal used?				
before any other tool consulted	X		X	
only if search in tools regularly consulted fails		X	X	
somewhere in-between				X

II - OPERATIONS, SECTION I - PRE-ORDER SEARCHING, pp. 12 & 13

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
A. Is the terminal used for pre-order searching?				
2. For what purpose is pre-order search generally done?				
to verify entry				
to obtain publisher's name				
to determine whether library already has a copy				
to determine whether another library has a copy				
other				
3. Is information found in this search recorded?				
what information				
where recorded				
4. At what point in the pre-order search is the terminal used?				
before any other tool consulted				
only if search in tools regularly consulted fails				
somewhere in-between				

II - OPERATIONS, SECTION I - PRE-ORDER SEARCHING, pp. 12 & 13

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
A. Is the terminal used for pre-order searching?				
2. For what purpose is pre-order search generally done?				
to verify entry				
to obtain publisher's name				
to determine whether library already has a copy				
to determine whether another library has a copy				
other				
3. Is information found in this search recorded?				
what information				
where recorded				
4. At what point in the pre-order search is the terminal used?				
before any other tool consulted				
only if search in tools regularly consulted fails				
somewhere in-between				

II - OPERATIONS, SECTION I - PRE-ORDER SEARCHING, pp. 12 & 13

	MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
A. Is the terminal used for pre-order searching?				
2. For what purpose is pre-order search generally done?				
to verify entry	X	X		
to obtain publisher's name		X		
to determine whether library already has a copy		X		
to determine whether another library has a copy				
other	OCLC #	to complete bibliographic record		
3. Is information found in this search recorded?	yes	yes		
what information	entry, OCLC #, subtitles	OCLC #, full bibliographic information		
where recorded	orderslip, multiple order form	order card then multiple order form		
4. At what point in the pre-order search is the terminal used?				
before any other tool consulted				
only if search in tools regularly consulted fails	X			
somewhere in-between		X		

II - OPERATIONS, SECTION I - PRE-ORDER SEARCHING, pp. 12 & 13

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
A. Is the terminal used for pre-order searching?				
2. For what purpose is pre-order search generally done?				
to verify entry	X			
to obtain publisher's name	X			
to determine whether library already has a copy	X			
to determine whether another library has a copy				
other	date, series, LCCN			
3. Is information found in this search recorded?	yes			
what information	OCLC #, LCCN, bibliographic information			
where recorded	multiple selection slip			
4. At what point in the pre-order search is the terminal used?				
before any other tool consulted	X			
only if search in tools regularly consulted fails				
somewhere in-between				

II - OPERATIONS, SECTION I - PRE-ORDER SEARCHING, pp. 12 & 13

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
A. Is the terminal used for pre-order searching?				
2. For what purpose is pre-order search generally done?				
to Verify entry		X	X	X
to obtain publisher's name		X	X	X
to determine whether library already has a copy		X	X	X
to determine whether another library has a copy				
other		verify bibliographic information		
3. Is information found in this search recorded?		yes	yes	yes
what information		anything not already known	main entry, date, publisher, title	main entry, OCLC#
where recorded		request form	multiple order form	request form then multiple order form
4. At what point in the pre-order search is the terminal used?				
before any other tool consulted		X		X
only if search in tools regularly consulted fails			X	
somewhere in-between				

II - OPERATIONS, SECTION I - PRE-ORDER SEARCHING, pp. 12 & 13

	STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
A. Is the terminal used for pre-order searching?				
2. For what purpose is pre-order search generally done?				
to verify entry		X	X	X
to obtain publisher's name		X	X	X
to determine whether library already has a copy		X		X
to determine whether another library has a copy		X		
other		latest ed.	to complete missing information	LCCN, class #, verify information
3. Is information found in this search recorded?		yes	yes	yes
what information		OCLC #, bibliographic information, notes	any of above	ISBN, LCCN
where recorded		multiple order form	request slip	work slip
4. At what point in the pre-order search is the terminal used?				
before any other tool consulted		X		X
only if search in tools regularly consulted fails				
somewhere in-between			X	

II - OPERATIONS, SECTION I - PRE-ORDER SEARCHING, pp. 12 & 13

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
A. Is the terminal used for pre-order searching?				
2. For what purpose is pre-order search generally done?				
to verify entry		X	X	X
to obtain publisher's name		X	X	
to determine whether library already has a copy		X	X	X
to determine whether another library has a copy			X	
other		verify bibliographic information		
3. Is information found in this search recorded?		yes	yes	yes
what information		OCLC#, LCCN, bibliographic information, inputting library	bibliographic information	OCLC #, series, imprint
where recorded		order card	order request card	requisition form then multiple order form
4. At what point in the pre-order search is the terminal used?				
before any other tool consulted		X	X	
only if search in tools regularly consulted fails				
somewhere in-between				X

II - OPERATIONS, SECTION I - PRE-ORDER SEARCHING, pp. 12 & 13

	W.P.I.	WORCESTER STATE	YALE UNIV.
A. Is the terminal used for pre-order searching?			
2. For what purpose is pre-order search generally done?			
to verify entry	X		X
to obtain publisher's name	X		X
to determine whether library already has a copy			occasionally
to determine whether another library has a copy			
other	publisher, date, series		
3. Is information found in this search recorded?	yes		yes
what information	not provided		OCLC #, LCCN, ISBN
where recorded	not provided		book recommendation form
4. At what point in the pre-order search is the terminal used?			
before any other tool consulted	X		
only if search in tools regularly consulted fails			
somewhere in-between			X

THIS PAGE LEFT BLANK INTENTIONALLY

II

Sect. I

p. 13

<table>
<tr><th></th><th>AMHERST COLLEGE</th><th>ANDOVER NEWTON</th><th>BOSTON UNIV.</th><th>BOWDOIN COLLEGE</th></tr>
<tr><td>A. Is the terminal used for pre-order searching?</td><td></td><td></td><td></td><td></td></tr>
<tr><td>4. At what point in the pre-order search is the terminal used?</td><td></td><td></td><td></td><td></td></tr>
<tr><td>a. If "somewhere in-between" please outline normal search sequence to indicate at what point terminal search is done, and briefly give rationale for that sequence.</td><td colspan="4">For the 9 institutions citing this category, the normal search sequence varied, depending on the type of material being searched and the information needed (i.e., unlikely to find price on terminal). BIP was often cited as the first or second source to be searched prior to the terminal.</td></tr>
<tr><td>5. If the item is not found in the initial pre-order search, is it re-searched before an order is placed?</td><td colspan="4">9 of the institutions who do pre-order searching, re-search items not found in the initial search before an order is placed. 16 do not.</td></tr>
<tr><td>a. If yes, when and for what purpose</td><td colspan="4">Among the reasons cited for re-searching are: to verify that the book has been published, to get the broad classification number, at regular intervals to verify main entry, and to verify that book has not been acquired from another source in the interim.</td></tr>
</table>

II - OPERATIONS, SECTION I - PRE-ORDER SEARCHING, p. 13

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
A. Is the terminal used for pre-order searching?				
4. At what point in the pre-order search is the terminal used?				
a. If "somewhere in-between" please outline normal search sequence to indicate at what point terminal search is done, and briefly give rationale for that sequence.	For the 9 institutions citing this category, the normal search sequence varied, depending on the type of material being searched and the information needed (i.e., unlikely to find price on terminal). BIP was often cited as the first or second source to be searched prior to the terminal.			
5. If the item is not found in the initial pre-order search, is it re-searched before an order is placed?	9 of the institutions who do pre-order searching, re-search items not found in the initial search before an order is placed. 16 do not.			
a. If yes, when and for what purpose	Among the reasons cited for re-searching are: to verify that the book has been published, to get the broad classification number, at regular intervals to verify main entry, and to verify that book has not been acquired from another source in the interim.			

	CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
A. Is the terminal used for pre-order searching?				
4. At what point in the pre-order search is the terminal used?				
a. If "somewhere in-between" please outline normal search sequence to indicate at what point terminal search is done, and briefly give rationale for that sequence.	For the 9 institutions citing this category, the normal search sequence varied, depending on the type of material being searched and the information needed (i.e., unlikely to find price on terminal). BIP was often cited as the first or second source to be searched prior to the terminal.			
5. If the item is not found in the initial pre-order search, is it re-searched before an order is placed?	9 of the institutions who do pre-order searching, re-search items not found in the initial search before an order is placed. 16 do not.			
a. If yes, when and for what purpose	Among the reasons cited for re-searching are: to verify that the book has been published, to get the broad classification number, at regular intervals to verify main entry, and to verify that book has not been acquired from another source in the interim.			

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
A: Is the terminal used for pre-order searching?				
4. At what point in the pre-order search is the terminal used?				
a. If "somewhere in-between" please outline normal search sequence to indicate at what point terminal search is done, and briefly give rationale for that sequence.	For the 9 institutions citing this category, the normal search sequence varied, depending on the type of material being searched and the information needed (i.e., unlikely to find price on terminal). BIP was often cited as the first or second source to be searched prior to the terminal.			
5. If the item is not found in the initial pre-order search, is it re-searched before an order is placed?	9 of the institutions who do pre-order searching, re-search items not found in the initial search before an order is placed. 16 do not.			
a. If yes, when and for what purpose	Among the reasons cited for re-searching are: to verify that the book has been published, to get the broad classification number, at regular intervals to verify main entry, and to verify that book has not been acquired from another source in the interim.			

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
A. Is the terminal used for pre-order searching?				
4. At what point in the pre-order search is the terminal used?				
a. If "somewhere in-between" please outline normal search sequence to indicate at what point terminal search is done, and briefly give rationale for that sequence.	For the 9 institutions citing this category, the normal search sequence varied, depending on the type of material being searched and the information needed (i.e., unlikely to find price on terminal). BIP was often cited as the first or second source to be searched prior to the terminal.			
5. If the item is not found in the initial pre-order search, is it re-searched before an order is placed?	9 of the institutions who do pre-order searching, re-search items not found in the initial search before an order is placed. 16 do not.			
a. If yes, when and for what purpose	Among the reasons cited for re-searching are: to verify that the book has been published, to get the broad classification number, at regular intervals to verify main entry, and to verify that book has not been acquired from another source in the interim.			

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
A. Is the terminal used for pre-order searching?				
4. At what point in the pre-order search is the terminal used?				
a. If "somewhere in-between" please outline normal search sequence to indicate at what point terminal search is done, and briefly give rationale for that sequence.	For the 9 institutions citing this category, the normal search sequence varied, depending on the type of material being searched and the information needed (i.e., unlikely to find price on terminal). BIP was often cited as the first or second source to be searched prior to the terminal.			
5. If the item is not found in the initial pre-order search, is it re-searched before an order is placed?	9 of the institutions who do pre-order searching, re-search items not found in the initial search before an order is placed. 16 do not.			
a. If yes, when and for what purpose	Among the reasons cited for re-searching are: to verify that the book has been published, to get the broad classification number, at regular intervals to verify main entry, and to verify that book has not been acquired from another source in the interim.			

II - OPERATIONS, SECTION I - PRE-ORDER SEARCHING, p. 13

	MIDDLEBURY COLLEGE	MT.HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
A. Is the terminal used for pre-order searching?				
4. At what point in the pre-order search is the terminal used?				
a. If "somewhere in-between" please outline normal search sequence to indicate at what point terminal search is done, and briefly give rationale for that sequence.	For the 9 institutions citing this category, the normal search sequence varied, depending on the type of material being searched and the information needed (i.e., unlikely to find price on terminal). BIP was often cited as the first or second source to be searched prior to the terminal.			
5. If the item is not found in the initial pre-order search, is it re-searched before an order is placed?	9 of the institutions who do pre-order searching, re-search items not found in the initial search before an order is placed. 16 do not.			
a. If yes, when and for what purpose	Among the reasons cited for re-searching are: to verify that the book has been published, to get the broad classification number, at regular intervals to verify main entry, and to verify that book has not been acquired from another source in the interim.			

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
A. Is the terminal used for pre-order searching?				
4. At what point in the pre-order search is the terminal used?				
a. If "somewhere in-between" please outline normal search sequence to indicate at what point terminal search is done, and briefly give rationale for that sequence.	For the 9 institutions citing this category, the normal search sequence varied, depending on the type of material being searched and the information needed (i.e., unlikely to find price on terminal). BIP was often cited as the first or second source to be searched prior to the terminal.			
5. If the item is not found in the initial pre-order search, is it re-searched before an order is placed?	9 of the institutions who do pre-order searching, re-search items not found in the initial search before an order is placed. 16 do not.			
a. If yes, when and for what purpose	Among the reasons cited for re-searching are: to verify that the book has been published, to get the broad classification number, at regular intervals to verify main entry, and to verify that book has not been acquired from another source in the interim.			

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
A. Is the terminal used for pre-order searching?				
4. At what point in the pre-order search is the terminal used?				
a. If "somewhere in-between" please outline normal search sequence to indicate at what point terminal search is done, and briefly give rationale for that sequence.	For the 9 institutions citing this category, the normal search sequence varied, depending on the type of material being searched and the information needed (i.e., unlikely to find price on terminal). BIP was often cited as the first or second source to be searched prior to the terminal.			
5. If the item is not found in the initial pre-order search, is it re-searched before an order is placed?	9 of the institutions who do pre-order searching, re-search items not found in the initial search before an order is placed. 16 do not.			
a. If yes, when and for what purpose	Among the reasons cited for re-searching are: to verify that the book has been published, to get the broad classification number, at regular intervals to verify main entry, and to verify that book has not been acquired from another source in the interim.			

	STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
A. Is the terminal used for pre-order searching?				
4. At what point in the pre-order search is the terminal used?				
a. If "somewhere in-between" please outline normal search sequence to indicate at what point terminal search is done, and briefly give rationale for that sequence.	For the 9 institutions citing this category, the normal search sequence varied, depending on the type of material being searched and the information needed (i.e., unlikely to find price on terminal). BIP was often cited as the first or second source to be searched prior to the terminal.			
5. If the item is not found in the initial pre-order search, is it re-searched before an order is placed?	9 of the institutions who do pre-order searching, re-search items not found in the initial search before an order is placed. 16 do not.			
a. If yes, when and for what purpose	Among the reasons cited for re-searching are: to verify that the book has been published, to get the broad classification number, at regular intervals to verify main entry, and to verify that book has not been acquired from another source in the interim.			

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
A. Is the terminal used for pre-order searching?				
4. At what point in the pre-order search is the terminal used?				
a. If "somewhere in-between" please outline normal search sequence to indicate at what point terminal search is done, and briefly give rationale for that sequence.	For the 9 institutions citing this category, the normal search sequence varied, depending on the type of material being searched and the information needed (i.e., unlikely to find price on terminal). BIP was often cited as the first or second source to be searched prior to the terminal.			
5. If the item is not found in the initial pre-order search, is it re-searched before an order is placed?	9 of the institutions who do pre-order searching, re-search items not found in the initial search before an order is placed. 16 do not.			
a. If yes, when and for what purpose	Among the reasons cited for re-searching are: to verify that the book has been published, to get the broad classification number, at regular intervals to verify main entry, and to verify that book has not been acquired from another source in the interim.			

W.P.I. WORCESTER STATE YALE UNIV.

A. Is the terminal used for pre-order searching?	
4. At what point in the pre-order search is the terminal used?	
a. If "somewhere in-between" please outline normal search sequence to indicate at what point terminal search is done, and briefly give rationale for that sequence.	For the 9 institutions citing this category, the normal search sequence varied, depending on the type of material being searched and the information needed (i.e., unlikely to find price on terminal). BIP was often cited as the first or second source to be searched prior to the terminal.
5. If the item is not found in the initial pre-order search, is it re-searched before an order is placed?	9 of the institutions who do pre-order searching, re-search items not found in the initial search before an order is placed. 16 do not.
a. If yes, when and for what purpose	Among the reasons cited for re-searching are: to verify that the book has been published, to get the broad classification number, at regular intervals to verify main entry, and to verify that book has not been acquired from another source in the interim.

THIS PAGE LEFT BLANK INTENTIONALLY

II

Sect. II

pp. 14&15

II - OPERATIONS, SECTION II - POST-ORDER SEARCH, pp. 14 & 15

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
A. Are items which were found, and ordered, re-searched before receipt of item?	Items which were found, and ordered, were not re-searched before receipt of the items by any of the institutions that responded.			
B. Are items which were not found (or not searched) in data base, but that were ordered, (re-)searched before receipt of the item?	Of the 41 institutions responding, only 1 searches an item between the time it is ordered and the time it is received.			
1. If yes, for what purpose is this search generally done?	This institution records preliminary cataloging data and information needed for its checking (for authority files, for instance).			
C. Are cards ever ordered through the system before books are received?	Only one institution (in a processing center-type operation) reported ordering cards through the system before books are received.			

II - OPERATIONS, SECTION II - POST-ORDER SEARCH, pp. 14 & 15

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
A. Are items which were found, and ordered, re-searched before receipt of item?	Items which were found, and ordered, were not re-searched before receipt of the items by any of the institutions that responded.			
B. Are items which were not found (or not searched) in data base, but that were ordered, (re-)searched before receipt of the item?	Of the 41 institutions responding, only 1 searches an item between the time it is ordered and the time it is received.			
1. If yes, for what purpose is this search generally done?	This institution records preliminary cataloging data and information needed for its checking (for authority files, for instance).			
C. Are cards ever ordered through the system before books are received?	Only one institution (in a processing center-type operation) reported ordering cards through the system before books are received.			

II - OPERATIONS, SECTION II - POST-ORDER SEARCH, pp. 14 & 15

		CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
A.	Are items which were found, and ordered, re-searched before receipt of item?	Items which were found, and ordered, were not re-searched before receipt of the items by any of the institutions that responded.			
B.	Are items which were not found (or not searched) in data base, but that were ordered, (re-)searched before receipt of the item?	Of the 41 institutions responding, only 1 searches an item between the time it is ordered and the time it is received.			
	1. If yes, for what purpose is this search generally done?	This institution records preliminary cataloging data and information needed for its checking (for authority files, for instance).			
C.	Are cards ever ordered through the system before books are received?	Only one institution (in a processing center-type operation) reported ordering cards through the system before books are received.			

II - OPERATIONS, SECTION II - POST-ORDER SEARCH, pp. 14 & 15

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
A. Are items which were found, and ordered, re-searched before receipt of item?	Items which were found, and ordered, were not re-searched before receipt of the items by any of the institutions that responded.			
B. Are items which were not found (or not searched) in data base, but that were ordered, (re-)searched before receipt of the item?	Of the 41 institutions responding, only 1 searches an item between the time it is ordered and the time it is received.			
1. If yes, for what purpose is this search generally done?	This institution records preliminary cataloging data and information needed for its checking (for authority files, for instance).			
C. Are cards ever ordered through the system before books are received?	Only one institution (in a processing center-type operation) reported ordering cards through the system before books are received.			

II - OPERATIONS, SECTION II - POST-ORDER SEARCH, pp. 14 & 15

		HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
A.	Are items which were found, and ordered, re-searched before receipt of item?	Items which were found, and ordered, were not re-searched before receipt of the items by any of the institutions that responded.			
B.	Are items which were not found (or not searched) in data base, but that were ordered, (re-)searched before receipt of the item?	Of the 41 institutions responding, only 1 searches an item between the time it is ordered and the time it is received.			
	1. If yes, for what purpose is this search generally done?	This institution records preliminary cataloging data and information needed for its checking (for authority files, for instance).			
C.	Are cards ever ordered through the system before books are received?	Only one institution (in a processing center-type operation) reported ordering cards through the system before books are received.			

II - OPERATIONS, SECTION II - POST-ORDER SEARCH, pp. 14 & 15

	MAINE MARITIME MAINE STATE LIB. UNIV. OF MAINE M.I.T.
A. Are items which were found, and ordered, re-searched before receipt of item?	Items which were found, and ordered, were not re-searched before receipt of the items by any of the institutions that responded.
B. Are items which were not found (or not searched) in data base, but that were ordered, (re-)searched before receipt of the item?	Of the 41 institutions responding, only 1 searches an item between the time it is ordered and the time it is received.
1. If yes, for what purpose is this search generally done?	This institution records preliminary cataloging data and information needed for its checking (for authority files, for instance).
C. Are cards ever ordered through the system before books are received?	Only one institution (in a processing center-type operation) reported ordering cards through the system before books are received.

II - OPERATIONS, SECTION II - POST-ORDER SEARCH, pp. 14 & 15

	MIDDLEBURY COLLEGE MT. HOLYOKE COLLEGE UNIV. OF N. HAMP. NEWTON COLLEGE
A. Are items which were found, and ordered, re-searched before receipt of item?	Items which were found, and ordered, were not re-searched before receipt of the items by any of the institutions that responded.
B. Are items which were not found (or not searched) in data base, but that were ordered, (re-)searched before receipt of the item?	Of the 41 institutions responding, only 1 searches an item between the time it is ordered and the time it is received.
1. If yes, for what purpose is this search generally done?	This institution records preliminary cataloging data and information needed for its checking (for authority files, for instance).
C. Are cards ever ordered through the system before books are received?	Only one institution (in a processing center-type operation) reported ordering cards through the system before books are received.

II - OPERATIONS, SECTION II - POST-ORDER SEARCH, pp. 14 & 15

		NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
A.	Are items which were found, and ordered, re-searched before receipt of item?	Items which were found, and ordered, were not re-searched before receipt of the items by any of the institutions that responded.			
B.	Are items which were not found (or not searched) in data base, but that were ordered, (re-)searched before receipt of the item?	Of the 41 institutions responding, only 1 searches an item between the time it is ordered and the time it is received.			
	1. If yes, for what purpose is this search generally done?	This institution records preliminary cataloging data and information needed for its checking (for authority files, for instance).			
C.	Are cards ever ordered through the system before books are received?	Only one institution (in a processing center-type operation) reported ordering cards through the system before books are received.			

II - OPERATIONS, SECTION II - POST-ORDER SEARCH, pp. 14 & 15

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
A. Are items which were found, and ordered, re-searched before receipt of item?	Items which were found, and ordered, were not re-searched before receipt of the items by any of the institutions that responded.			
B. Are items which were not found (or not searched) in data base, but that were ordered, (re-)searched before receipt of the item?	Of the 41 institutions responding, only 1 searches an item between the time it is ordered and the time it is received.			
1. If yes, for what purpose is this search generally done?	This institution records preliminary cataloging data and information needed for its checking (for authority files, for instance).			
C. Are cards ever ordered through the system before books are received?	Only one institution (in a processing center-type operation) reported ordering cards through the system before books are received.			

II - OPERATIONS, SECTION II - POST-ORDER SEARCH, pp. 14 & 15

		STRATFORD LIB. ASSN. TRINITY COLLEGE TUFTS UNIV. U.S. NAVAL WAR
A.	Are items which were found, and ordered, re-searched before receipt of item?	Items which were found, and ordered, were not re-searched before receipt of the items by any of the institutions that responded.
B.	Are items which were not found (or not searched) in data base, but that were ordered, (re-)searched before receipt of the item?	Of the 41 institutions responding, only 1 searches an item between the time it is ordered and the time it is received.
1.	If yes, for what purpose is this search generally done?	This institution records preliminary cataloging data and information needed for its checking (for authority files, for instance).
C.	Are cards ever ordered through the system before books are received?	Only one institution (in a processing center-type operation) reported ordering cards through the system before books are received.

II - OPERATIONS, SECTION II - POST-ORDER SEARCH, pp. 14 & 15

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
A. Are items which were found, and ordered, re-searched before receipt of item?	Items which were found, and ordered, were not re-searched before receipt of the items by any of the institutions that responded.			
B. Are items which were not found (or not searched) in data base, but that were ordered, (re-)searched before receipt of the item?	Of the 41 institutions responding, only 1 searches an item between the time it is ordered and the time it is received.			
1. If yes, for what purpose is this search generally done?	This institution records preliminary cataloging data and information needed for its checking (for authority files, for instance).			
C. Are cards ever ordered through the system before books are received?	Only one institution (in a processing center-type operation) reported ordering cards through the system before books are received.			

II - OPERATIONS, SECTION II - POST-ORDER SEARCH, pp. 14 & 15

	W.P.I. WORCESTER STATE YALE
A. Are items which were found, and ordered, re-searched before receipt of item?	Items which were found, and ordered, were not re-searched before receipt of the items by any of the institutions that responded.
B. Are items which were not found (or not searched) in data base, but that were ordered, (re-)searched before receipt of the item?	Of the 41 institutions responding, only 1 searches an item between the time it is ordered and the time it is received.
1. If yes, for what purpose is this search generally done?	This institution records preliminary cataloging data and information needed for its checking (for authority files, for instance).
C. Are cards ever ordered through the system before books are received?	Only one institution (in a processing center-type operation) reported ordering cards through the system before books are received.

THIS PAGE LEFT BLANK INTENTIONALLY

II

Sect. III

pp. 15&16

II - OPERATIONS, SECTION III - SEARCH WITH BOOK IN HAND, pp. 15 & 16

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
A. What monographs are searched on the terminal?				
all	yes	yes	yes	yes
all Roman alphabet				
all Roman alphabet published since________				
all English language				
all English language published since________				
series				
other				

B. Have priorities been established?	All institutions but Dartmouth, Maine Maritime, Mount Holyoke, RI DSLS, Smith and WPI have established priorities for processing items through the terminal. High priority was given to request, rush, reserve and reference; low priority was given to gift items. WPI commented, *there is no backlog, hence no need for priorities.*

II - OPERATIONS, SECTION III - SEARCH WITH BOOK IN HAND, pp. 15 & 16

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
A. What monographs are searched on the terminal?				
all		yes		yes - *except Chinese*
all Roman alphabet			yes	
all Roman alphabet published since________				
all English language				
all English language published since________	yes - since 1968			
series				
other	*French, German, recent imprints, titles with OCLC # recorded by acq.*			
B. Have priorities been established?	All institutions but Dartmouth, Maine Maritime, Mount Holyoke, RI DSLS, Smith and WPI have established priorities for processing items through the terminal. High priority was given to request, rush, reserve and reference; low priority was given to gift items. WPI commented, *there is no backlog, hence no need for priorities.*			

II - OPERATIONS, SECTION III - SEARCH WITH BOOK IN HAND, pp. 15 & 16

	CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
A. What monographs are searched on the terminal?				
all	yes		yes-*except duplicate copies*	yes
all Roman alphabet		yes		
all Roman alphabet published since________				
all English language				
all English language published since________				
series				
other				
B. Have priorities been established?	All institutions but Dartmouth, Maine Maritime, Mount Holyoke, RI DSLS, Smith and WPI have established priorities for processing items through the terminal. High priority was given to request, rush, reserve and reference; low priority was given to gift items. WPI commented, *there is no backlog, hence no need for priorities.*			

II - OPERATIONS, SECTION III - SEARCH WITH BOOK IN HAND, pp. 15 & 16

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
A. What monographs are searched on the terminal?				
all	yes-*added copies & many continuations not searched*	yes	yes	yes
all Roman alphabet				
all Roman alphabet published since________				
all English language				
all English language published since________				
series				
other				
B. Have priorities been established?	All institutions but Dartmouth, Maine Maritime, Mount Holyoke, RI DSLS, Smith and WPI have established priorities for processing items through the terminal. High priority was given to request, rush, reserve and reference; low priority was given to gift items. WPI commented, *there is no backlog, hence no need for priorities.*			

II - OPERATIONS, SECTION III - SEARCH WITH BOOK IN HAND, pp. 15 & 16

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
A. What monographs are searched on the terminal?				
all	yes	yes		yes
all Roman alphabet				
all Roman alphabet published since_________				
all English language				
all English language published since_________				
series				
other			*those with LC depository cards*	
B. Have priorities been established?	All institutions but Dartmouth, Maine Maritime, Mount Holyoke, RI DSLS, Smith and WPI have established priorities for processing items through the terminal. High priority was given to request, rush, reserve and reference; low priority was given to gift items. WPI commented, *there is no backlog, hence no need for priorities.*			

II - OPERATIONS, SECTION III - SEARCH WITH BOOK IN HAND, pp. 15 & 16

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
A. What monographs are searched on the terminal?				
all	yes	yes	yes	yes
all Roman alphabet				
all Roman alphabet published since_________				
all English language				
all English language published since_________				
series				
other				
B. Have priorities been established?	All institutions but Dartmouth, Maine Maritime, Mount Holyoke, RI DSLS, Smith and WPI have established priorities for processing items through the terminal. High priority was given to request, rush, reserve and reference; low priority was given to gift items. WPI commented, *there is no backlog, hence no need for priorities.*			

II - OPERATIONS, SECTION III - SEARCH WITH BOOK IN HAND, pp. 15 & 16

	MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
A. What monographs are searched on the terminal?				
all		yes		
all Roman alphabet	yes		yes	yes
all Roman alphabet published since________				
all English language				
all English language published since________				
series				
other				
B. Have priorities been established?	All institutions but Dartmouth, Maine Maritime, Mount-Holyoke, RI DSLS, Smith and WPI have established priorities for processing items through the terminal. High priority was given to request, rush, reserve and reference; low priority was given to gift items. WPI commented, *there is no backlog, hence no need for priorities.*			

II - OPERATIONS, SECTION III - SEARCH WITH BOOK IN HAND, pp. 15 & 16

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
A. What monographs are searched on the terminal?				
all	yes-*except that added copies for same library are not searched*	yes	yes	yes
all Roman alphabet				
all Roman alphabet published since________				
all English language				
all English language published since________				
series				
other				

B. Have priorities been established?	All institutions but Dartmouth, Maine Maritime, Mount Holyoke, RI DSLS, Smith and WPI have established priorities for processing items through the terminal. High priority was given to request, rush, reserve and reference; low priority was given to gift items. WPI commented, *there is no backlog, hence no need for priorities.*

II - OPERATIONS, SECTION III - SEARCH WITH BOOK IN HAND, pp. 15 & 16

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
A. What monographs are searched on the terminal?				
all	yes-*except those titles previously cataloged*		yes	yes-*except Chinese, Arabic, Hebrew, etc.*
all Roman alphabet		yes		
all Roman alphabet published since________				
all English language				
all English language published since________				
series		yes		
other				

B. Have priorities been established?	All institutions but Dartmouth, Maine Maritime, Mount Holyoke, RI DSLS, Smith and WPI have established priorities for processing items through the terminal. High priority was given to request, rush, reserve and reference; low priority was given to gift items. WPI commented, *there is no backlog, hence no need for priorities.*

II - OPERATIONS, SECTION III - SEARCH WITH BOOK IN HAND, pp. 15 & 16

	STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
A. What monographs are searched on the terminal?				
all	yes	yes		yes
all Roman alphabet				
all Roman alphabet published since________				
all English language				
all English language published since________			yes-1967	
series				
other			*all French monographs since 1974*	

B. Have priorities been established?	All institutions but Dartmouth, Maine Maritime, Mount Holyoke, RI DSLS, Smith and WPI have established priorities for processing items through the terminal. High priority was given to request, rush, reserve and reference; low priority was given to gift items. WPI commented, *there is no backlog, hence no need for priorities.*

II - OPERATIONS, SECTION III - SEARCH WITH BOOK IN HAND, pp. 15 & 16

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
A. What monographs are searched on the terminal?				
all			yes	
all Roman alphabet		yes-*except replacements & known dups.*		yes
all Roman alphabet published since________				
all English language				
all English language published since________	yes-1960			
series				
other				
B. Have priorities been established?	All institutions but Dartmouth, Maine Maritime, Mount Holyoke, RI DSLS, Smith and WPI have established priorities for processing items through the terminal. High priority was given to request, rush, reserve and reference; low priority was given to gift items. WPI commented, *there is no backlog, hence no need for priorities.*			

II - OPERATIONS, SECTION III - SEARCH WITH BOOK IN HAND, pp. 15 & 16

	W.P.I.	WORCESTER STATE	YALE UNIV.
A. What monographs are searched on the terminal?			
all	yes	yes	
all Roman alphabet			yes
all Roman alphabet published since________			
all English language			
all English language published since________			
series			
other			

B. Have priorities been established?	All institutions but Dartmouth, Maine Maritime, Mount Holyoke, RI DSLS, Smith and WPI have established priorities for processing items through the terminal. High priority was given to request, rush, reserve and reference; low priority was given to gift items. WPI commented, *there is no backlog, hence no need for priorities.*

THIS PAGE LEFT BLANK INTENTIONALLY

II

Sect. III

p. 16

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
B. Have priorities been established?				
2. Staff level(s) assigning priorities to these items				
A	X			*works automatically from request*
B				
C	X	X *all items*	X	
D	X		X	
E				
F				

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
B. Have priorities been established?				
2. Staff level(s) assigning priorities to these items				
A	X			
B				X
C		X		
D		X	X	
E				
F				

	CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
B. Have priorities been established?				
2. Staff level(s) assigning priorities to these items				
A	X *priority category decisions made by A; any staff member (i.e., A or C) can identify and process individual priority items*		X	N/A
B				
C		X		
D				
E				
F				

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
B. Have priorities been established?				
2. Staff level(s) assigning priorities to these items				
A		X		X *library policy*
B				
C	X *upon instruction from A and E (Reserve)*			
D				
E				
F				

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
B. Have priorities been established?				
2. Staff level(s) assigning priorities to these items				
A	X		X	
B				
C				
D				
E		X *personnel processing book in acq. dept. assign priority according to requesting source*		
F				

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
B. Have priorities been established?				
2. Staff level(s) assigning priorities to these items	N/A	not provided		
A				X *priority is automatically assigned by category information derived from order form completed by librarian in divisional library who selects book*
B				
C				
D			X	
E				
F				

	MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
B. Have priorities been established?				
2. Staff level(s) assigning priorities to these items		N/A		
A	X			X
B				
C			X	
D				
E				
F				

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
B. Have priorities been established?				
2. Staff level(s) assigning priorities to these items				
A	X	X-*non-fiction*	*all levels*	X-*low and no priority*
B		X		
C				X-*does all three*
D		X-*fiction*		
E				
F				X-*low and no priority*

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
B. Have priorities been established?				
2. Staff level(s) assigning priorities to these items	N/A			
A		X	X	
B				
C				
			or	
D				X
E				
F			X	

	STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
B. Have priorities been established?				
2. Staff level(s) assigning priorities to these items				N/A
A	X			
B				
C	*and/or*	X	X	
D	X			
E				
F				

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
B. Have priorities been established?				
2. Staff level(s) assigning priorities to these items				
A				X
B				
C	X	X	X	
D				
E				
F				

	W.P.I.	WORCESTER STATE	YALE UNIV.
B. Have priorities been established?			
2. Staff level(s) assigning priorities to these items	N/A		
A		X	X
B			X
C			
D			
E			
F			

THIS PAGE LEFT BLANK INTENTIONALLY

II

Sect. III

pp. 16&17

II - OPERATIONS, SECTION III - SEARCH WITH BOOK IN HAND, pp. 16 & 17

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
C. At what point in the pre-catalog search is the terminal used?				
before any other tool	X	X	X	X
only if search in tools regularly consulted fails				
somewhere in-between				
1. If "somewhere in-between," outline the normal search sequence to indicate at what point terminal search is done and give the rationale for the sequence.				

D. Question deleted

E. Question deleted

II - OPERATIONS, SECTION III - SEARCH WITH BOOK IN HAND, pp. 16 & 17

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
C. At what point in the pre-catalog search is the terminal used?				
before any other tool	X	X	X	X
only if search in tools regularly consulted fails				
somewhere in-between				
1. If "somewhere in-between," outline the normal search sequence to indicate at what point terminal search is done and give the rationale for the sequence.				

D. Question deleted

E. Question deleted

II - OPERATIONS, SECTION III - SEARCH WITH BOOK IN HAND, pp. 16 & 17

	CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
C. At what point in the pre-catalog search is the terminal used?				
before any other tool	X	X	X	X
only if search in tools regularly consulted fails				
somewhere in-between				
1. If "somewhere in-between," outline the normal search sequence to indicate at what point terminal search is done and give the rationale for the sequence.				

D. Question deleted

E. Question deleted

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
C. At what point in the pre-catalog search is the terminal used?				
before any other tool	X	X	X	X
only if search in tools regularly consulted fails				
somewhere in-between				
1. If "somewhere in-between," outline the normal search sequence to indicate at what point terminal search is done and give the rationale for the sequence.				

D. Question deleted

E. Question deleted

II - OPERATIONS, SECTION III - SEARCH WITH BOOK IN HAND, pp. 16 & 17

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
C. At what point in the pre-catalog search is the terminal used?				
before any other tool	X	X		X
only if search in tools regularly consulted fails			X	
somewhere in-between				
1. If "somewhere in-between," outline the normal search sequence to indicate at what point terminal search is done and give the rationale for the sequence.				

D. Question deleted

E. Question deleted

II - OPERATIONS, SECTION III - SEARCH WITH BOOK IN HAND, pp. 16 & 17

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
C. At what point in the pre-catalog search is the terminal used?				
before any other tool	X	X	X	
only if search in tools regularly consulted fails				
somewhere in-between				X
1. If "somewhere in-between," outline the normal search sequence to indicate at what point terminal search is done and give the rationale for the sequence.				*1. union catalog-to check for duplicate holdings;* *2. series authority (if there is a series) to identify differing practices;* *3. CRT(at this point because holdings within the system are not yet substantial)*

D. Question deleted

E. Question deleted

II - OPERATIONS, SECTION III - SEARCH WITH BOOK IN HAND, pp. 16 & 17

	MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
C. At what point in the pre-catalog search is the terminal used?				
before any other tool	X	X	X	X
only if search in tools regularly consulted fails				
somewhere in-between				
1. If "somewhere in-between," outline the normal search sequence to indicate at what point terminal search is done and give the rationale for the sequence.				

D. Question deleted

E. Question deleted

II - OPERATIONS, SECTION III - SEARCH WITH BOOK IN HAND, pp. 16 & 17

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
C. At what point in the pre-catalog search is the terminal used?				
before any other tool	X	X	X	X
only if search in tools regularly consulted fails				
somewhere in-between				
1. If "somewhere in-between," outline the normal search sequence to indicate at what point terminal search is done and give the rationale for the sequence.				

D. Question deleted

E. Question deleted

II - OPERATIONS, SECTION III - SEARCH WITH BOOK IN HAND, pp. 16 & 17

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
C. At what point in the pre-catalog search is the terminal used?				
before any other tool		X		X
only if search in tools regularly consulted fails				
somewhere in-between	X		X	
1. If "somewhere in-between," outline the normal search sequence to indicate at what point terminal search is done and give the rationale for the sequence.	*repeats files, CRT, NUC*		*a) card catalog searched before ordering* *b) approval plan books searched for dups in card catalog (rationale: our shelflist is not in system)*	

D. Question deleted

E. Question deleted

II - OPERATIONS, SECTION III - SEARCH WITH BOOK IN HAND, pp. 16 & 17

	STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
C. At what point in the pre-catalog search is the terminal used?				
before any other tool	X	X	X	X
only if search in tools regularly consulted fails				
somewhere in-between				
1. If "somewhere in-between," outline the normal search sequence to indicate at what point terminal search is done and give the rationale for the sequence.				

D. Question deleted

E. Question deleted

II - OPERATIONS, SECTION III - SEARCH WITH BOOK IN HAND, pp. 16 & 17

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
C. At what point in the pre-catalog search is the terminal used?				
before any other tool	X	X-*acq. dept.-pre-cataloging is not done by cat. dept.*	X	X
only if search in tools regularly consulted fails				
somewhere in-between				
1. If "somewhere in-between," outline the normal search sequence to indicate at what point terminal search is done and give the rationale for the sequence.				

D. Question deleted

E. Question deleted

II - OPERATIONS, SECTION III - SEARCH WITH BOOK IN HAND, pp. 16 & 17

	W.P.I.	WORCESTER STATE	YALE UNIV.
C. At what point in the pre-catalog search is the terminal used?			
before any other tool	X	X	X
only if search in tools regularly consulted fails			
somewhere in-between			
1. If "somewhere in-between," outline the normal search sequence to indicate at what point terminal search is done and give the rationale for the sequence.			

D. Question deleted

E. Question deleted

THIS PAGE LEFT BLANK INTENTIONALLY

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 18

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
A. Acceptance of records				
1. LC as cataloging source (exclusive of CIP)				
a) Book matches record on screen--is record automatically accepted?	yes	no	no	no
b&c) If no, what fields are verified and/or modified?				
LC class number				
Dewey number				
Cutter				
main entry				
title				
imprint				
collation				
series		X *rare changes*	X	X
notes				
added entries		X *rare changes*		
subjects				
other				*LC class # for fiction*

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 18

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
A. Acceptance of records				
1. LC as cataloging source (exclusive of CIP)				
a) Book matches record on screen--is record automatically accepted?	no	yes	no	no
b&c) If no, what fields are verified and/or modified?				
LC class number	X			
Dewey number				
Cutter	X			
main entry	X			
title				
imprint				
collation			X	
series	X		X	X
notes	X			
added entries	X			
subjects	X		X	X
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 18

	CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
A. Acceptance of records				
1. LC as cataloging source (exclusive of CIP)				
a) Book matches record on screen--is record automatically accepted?	no	yes	yes	yes
b&c) If no, what fields are verified and/or modified?				
LC class number				
Dewey number	X			
Cutter	X			
main entry	X			
title				
imprint				
collation				
series	X			
notes				
added entries	X-*corporate only*			
subjects				
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 18

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
A. Acceptance of records				
1. LC as cataloging source (exclusive of CIP)				
a) Book matches record on screen--is record automatically accepted?	yes	yes-*if dewey no. is more than 7 digits after decimal, we cut it off*	yes	yes
b&c) If no, what fields are verified and/or modified?				
LC class number				
Dewey number				
Cutter				
main entry				
title				
imprint				
collation				
series				
notes				
added entries				
subjects				
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 18

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
A. Acceptance of records				
1. LC as cataloging source (exclusive of CIP)				
a) Book matches record on screen--is record automatically accepted?	no	yes	no	no
b&c) If no, what fields are verified and/or modified?				
LC class number				
Dewey number				
Cutter				
main entry	X			
title	X		X	
imprint	X			
collation	X			
series	X		X	X
notes	X			
added entries	X		X	X
subjects	X		X	
other				*de-super-imposition*

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 18

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
A. Acceptance of records				
1. LC as cataloging source (exclusive of CIP)				
a) Book matches record on screen--is record automatically accepted?	no	no	no	no
b&c) If no, what fields are verified and/or modified?				
LC class number	X			X
Dewey number		X		
Cutter	X	X		X
main entry				X
title			X	X
imprint				X
collation				X
series			X	X
notes				X
added entries		X-*for branches*	X	X
subjects				X
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 18

	MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
A. Acceptance of records				
1. LC as cataloging source (exclusive of CIP)				
a) Book matches record on screen--is record automatically accepted?	no	yes	yes	no
b&c) If no, what fields are verified and/or modified?				
LC class number				
Dewey number				
Cutter				
main entry				
title				
imprint				
collation				
series	X			X
notes				
added entries				
subjects				
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 18

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
A. Acceptance of records				
1. LC as cataloging source (exclusive of CIP)				
a) Book matches record on screen--is record automatically accepted?	yes	no	yes	no
b&c) If no, what fields are verified and/or modified?				
LC class number				
Dewey number		X		
Cutter		X		
main entry				
title				X
imprint				
collation				
series				X
notes				
added entries				
subjects				
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 18

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
A. Acceptance of records				
1. LC as cataloging source (exclusive of CIP)				
a) Book matches record on screen--is record automatically accepted?	no	no	no	no
b&c) If no, what fields are verified and/or modified?				
LC class number		X	X	X-*PZ and classed series*
Dewey number	X			
Cutter	X			
main entry				
title				
imprint			X	
collation				
series				X
notes			X	X
added entries			X	
subjects	X-*esp. juv. literature*	X		
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 18

	STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
A. Acceptance of records				
1. LC as cataloging source (exclusive of CIP)				
a) Book matches record on screen--is record automatically accepted?	no	no	no	yes
b&c) If no, what fields are verified and/or modified?				
LC class number		X-*old LC call #s, PZ call #s*		
Dewey number	X			
Cutter	X			
main entry				
title				
imprint				
collation	X			
series		X	X	
notes				
added entries	X			
subjects	X	X-*old LC copy*		
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 18

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
A. Acceptance of records				
1. LC as cataloging source (exclusive of CIP)				
a) Book matches record on screen--is record automatically accepted?	no	no	yes	yes
b&c) If no, what fields are verified and/or modified?				
LC class number				
Dewey number	X			
Cutter	X			
main entry				
title				
imprint				
collation				
series	X	X		
notes				
added entries				
subjects				
other		*date deleted when other eds. not held*		

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 18

	W.P.I.	WORCESTER STATE	YALE UNIV.
A. Acceptance of records			
1. LC as cataloging source (exclusive of CIP)			
a) Book matches record on screen--is record automatically accepted?	yes	no	no
b&c) If no, what fields are verified and/or modified?			
LC class number		X	X
Dewey number			
Cutter		X	X
main entry		X	X
title		X	
imprint		X	
collation		X	
series		X	X
notes		X	
added entries		X	X
subjects		X	X-*some*
other			

THIS PAGE LEFT BLANK INTENTIONALLY

II

Sect. IV

pp. 18&19

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
2. Cataloging in Publication (CIP)				
a) Is CIP data automatically accepted?	yes	no	no	no
b) If no, what fields are verified and/or modified?				
LC class number				
Dewey number				
Cutter				
main entry				
title				
series		X	X	X
notes			X	
added entries		X		
subjects				
imprint				
other				*LCCN for fiction*

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 18 & 19

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
2. Cataloging in Publication (CIP)				
a) Is CIP data automatically accepted?	no	yes	no	no
b) If no, what fields are verified and/or modified?				
LC class number	X			
Dewey number				
Cutter	X			
main entry	X			
title				X
series			X	X
notes	X			
added entries	X			
subjects	X		X	X
imprint				
other	*corporate conference entries*			

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 18 & 19

	CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
2. Cataloging in Publication (CIP)				
a) Is CIP data automatically accepted?	no	no	no	yes
b) If no, what fields are verified and/or modified?				
LC class number		X-*if different imprint, we add date to call #*	X	
Dewey number	X			
Cutter	X			
main entry	X			
title				
series	X			
notes				
added entries	X-*corporate only*			
subjects			X	
imprint		X		
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 18 & 19

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
2. Cataloging in Publication (CIP)				
a) Is CIP data automatically accepted?	yes	yes-*same as in 1a*	yes	no
b) If no, what fields are verified and/or modified?				
LC class number			X	X
Dewey number				X
Cutter				X
main entry			X	X
title			X	X
series			X	X
notes			X	X-*bibliography*
added entries			X	X
subjects			X	X
imprint			X	X
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 18 & 19

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
2. Cataloging in Publication (CIP)				
a) Is CIP data automatically accepted?	no	no	no	no
b) If no, what fields are verified and/or modified?				
LC class number	X			
Dewey number				
Cutter				
main entry	X			
title	X		X	
series	X		X	X
notes	X			
added entries	X		X	X
subjects	X		X	
imprint	X			
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 18 & 19

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
2. Cataloging in Publication (CIP)				
a) Is CIP data automatically accepted?	no	no	no	no
b) If no, what fields are verified and/or modified?				
LC class number	X		X	X
Dewey number		X		
Cutter	X	X		X
main entry				X
title			X	X
series				X
notes				X
added entries			X	X
subjects			X	X
imprint				X
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 18 & 19

	MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
2. Cataloging in Publication (CIP)				
a) Is CIP data automatically accepted?	no	yes	yes	no
b) If no, what fields are verified and/or modified?				
LC class number				
Dewey number				
Cutter				
main entry				
title				X
series	X			X
notes				X
added entries				
subjects				
imprint				X
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 18 & 19

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
2. Cataloging in Publication (CIP)				
a) Is CIP data automatically accepted?	yes	no	no	no
b) If no, what fields are verified and/or modified?				
LC class number			X	
Dewey number				
Cutter		X		
main entry			X	
title			X	X
series				X
notes				
added entries				
subjects				
imprint				
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 18 & 19

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
2. Cataloging in Publication (CIP)				
a) Is CIP data automatically accepted?	no	no	no	no
b) If no, what fields are verified and/or modified?				
LC class number			X	X
Dewey number	X			
Cutter	X			
main entry				
title	X			
series				X
notes		X	X	X
added entries			X	
subjects				
imprint			X	
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 18 & 19

	STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
2. Cataloging in Publication (CIP)				
a) Is CIP data automatically accepted?	no	no	no	yes
b) If no, what fields are verified and/or modified?				
LC class number				
Dewey number	X			
Cutter	X			
main entry				
title				
series		X		
notes				
added entries		X		
subjects	X			
imprint				
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 18 & 19

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
2. Cataloging in Publication (CIP)				
a) Is CIP data automatically accepted?	no	no	yes	yes
b) If no, what fields are verified and/or modified?				
LC class number				
Dewey number	X			
Cutter	X			
main entry				
title				
series	X	X		
notes				
added entries				
subjects				
imprint				
other		*date deleted when other eds. not held*		

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 18 & 19

	W.P.I.	WORCESTER STATE	YALE UNIV.
2. Cataloging in Publication (CIP)			
a) Is CIP data automatically accepted?	yes	yes	no
b) If no, what fields are verified and/or modified?			
LC class number			X
Dewey number			
Cutter			X
main entry			X
title			
series			X
notes			
added entries			X
subjects			
imprint			
other			

THIS PAGE LEFT BLANK INTENTIONALLY

II

Sect. IV

pp. 19&20

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 19 & 20

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
3. Contributed (member input) records				
a) Are records accepted automatically?	never-*but plan to once list of "reliable" institutions is devised*	sometimes	never	sometimes
b) If yes, under what conditions are records accepted without change?				
Record has:				
LCCN & 050		X	yes-*accept P2, law, anal.*	X
LCCN & 090				
LCCN & 092				
LCCN, 050, OCLC # > 350,000				
090 (or 092), OCLC # > 350,000				
"Acceptable" libraries lacking LCCN & 050				
other		*if no LC copy, shared copy is accepted*		

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 19 & 20

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
3. Contributed (member input) records				
a) Are records accepted automatically?	never	sometimes	sometimes	never
b) If yes, under what conditions are records accepted without change?				
Record has:				
LCCN & 050		X	X	
LCCN & 090				
LCCN & 092				
LCCN, 050, OCLC # > 350,000				
090 (or 092), OCLC # > 350,000				
"Acceptable" libraries lacking LCCN & 050		X		
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 19 & 20

	CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
3. Contributed (member input) records				
a) Are records accepted automatically?	sometimes	sometimes	never	sometimes
b) If yes, under what conditions are records accepted without change?				
Record has:				
LCCN & 050		X		X
LCCN & 090				X
LCCN & 092				X
LCCN, 050, OCLC # > 350,000	X	X		
090 (or 092), OCLC # > 350,000				
"Acceptable" libraries lacking LCCN & 050	X	X		X
other	*all copy for fiction titles*			

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 19 & 20

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
3. Contributed (member input) records				
a) Are records accepted automatically?	sometimes	sometimes	never	never
b) If yes, under what conditions are records accepted without change?				
Record has:				
LCCN & 050	X			
LCCN & 090				
LCCN & 092		X		
LCCN, 050, OCLC # > 350,000	X			
090 (or 092), OCLC # > 350,000				
"Acceptable" libraries lacking LCCN & 050		X		
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 19 & 20

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
3. Contributed (member input) records				
a) Are records accepted automatically?	sometimes	sometimes	never	sometim
b) If yes, under what conditions are records accepted without change?				
Record has:				
LCCN & 050	X	X		X
LCCN & 090	X			
LCCN & 092				
LCCN, 050, OCLC # > 350,000				X
090 (or 092), OCLC # > 350,000	X			
"Acceptable" libraries lacking LCCN & 050	X			X
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 19 & 20

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
3. Contributed (member input) records				
a) Are records accepted automatically?	sometimes	not provided	sometimes	never
b) If yes, under what conditions are records accepted without change?				
Record has:				
LCCN & 050	X		X	
LCCN & 090	X		X	
LCCN & 092				
LCCN, 050, OCLC # > 350,000	X			
090 (or 092), OCLC # > 350,000				
"Acceptable" libraries lacking LCCN & 050				
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 19 & 20

	MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
3. Contributed (member input) records				
a) Are records accepted automatically?	sometimes	never	sometimes	never
b) If yes, under what conditions are records accepted without change?				
Record has:				
LCCN & 050			X	
LCCN & 090			X	
LCCN & 092	X			
LCCN, 050, OCLC # > 350,000	X		X	
090 (or 092), OCLC # > 350,000	X		X	
"Acceptable" libraries lacking LCCN & 050			X	
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 19 & 20

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
3. Contributed (member input) records				
a) Are records accepted automatically?	sometimes	sometimes	sometimes	sometimes
b) If yes, under what conditions are records accepted without change?				
Record has:				
LCCN & 050	X	X	X	
LCCN & 090				
LCCN & 092				
LCCN, 050, OCLC # > 350,000		X		
090 (or 092), OCLC # > 350,000				
"Acceptable" libraries lacking LCCN & 050			X	
other	*add "X" to call no. of non-LC assigned classification number*			

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 19 & 20

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
3. Contributed (member input) records				
a) Are records accepted automatically?	never	sometimes	sometimes	never
b) If yes, under what conditions are records accepted without change?				
Record has:				
LCCN & 050				
LCCN & 090				
LCCN & 092				
LCCN, 050, OCLC # > 350,000		X		
090 (or 092), OCLC # > 350,000				
"Acceptable" libraries lacking LCCN & 050				
other			*record has call no. and matches item exactly*	

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 19 & 20

	STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
3. Contributed (member input) records				
a) Are records accepted automatically?	sometimes	sometimes	sometimes	sometimes
b) If yes, under what conditions are records accepted without change?				
Record has:				
LCCN & 050			X	
LCCN & 090				
LCCN & 092				
LCCN, 050, OCLC # > 350,000		X		X
090 (or 092), OCLC # > 350,000				
"Acceptable" libraries lacking LCCN & 050	X	X		X
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 19 & 20

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
3. Contributed (member input) records				
a) Are records accepted automatically?	sometimes	sometimes	sometimes	never
b) If yes, under what conditions are records accepted without change?				
Record has:				
LCCN & 050		X	X	
LCCN & 090				
LCCN & 092				
LCCN, 050, OCLC # > 350,000		X		
090 (or 092), OCLC # > 350,000				
"Acceptable" libraries lacking LCCN & 050				
other		*date is deleted when library has no other editions*		

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 19 & 20

	W.P.I.	WORCESTER STATE	YALE UNIV.
3. Contributed (member input) records			
a) Are records accepted automatically?	sometimes	answer sheet missing	sometimes
b) If yes, under what conditions are records accepted without change?			
Record has:			
LCCN & 050	X	X	X
LCCN & 090		X	
LCCN & 092			
LCCN, 050, OCLC # > 350,000	X		
090 (or 092), OCLC # > 350,000			
"Acceptable" libraries lacking LCCN & 050	X	X	
other			

THIS PAGE LEFT BLANK INTENTIONALLY

II

Sect. IV

pp. 20&21

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 20 & 21

3. Contributed (member input) records (continued)

c) If not automatically accepted, what is verified/modified?

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
LC class number	X	X		X
Dewey number				
Cutter	X			
main entry		X		
title				
imprint	X			
collation	X			
series		X	X	X
notes	X	X		
added entries	X	X		
subjects	X	X		X
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 20 & 21

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
3. Contributed (member input) records (continued)				
c) If not automatically accepted, what is verified/modified?		not provided	not provided	
LC class number	X			X
Dewey number				
Cutter	X			
main entry	X			X
title				
imprint				
collation				
series	X			X
notes				
added entries	X			
subjects	X			X
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 20 & 21

	CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
3. Contributed (member input) records (continued)				
c) If not automatically accepted, what is verified/modified?				
LC class number			X	
Dewey number	X			
Cutter	X			
main entry	X			
title				
imprint				
collation				
series	X		X	
notes				
added entries	X-*corporate only*		X	
subjects			X	
other				

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
3. Contributed (member input) records (continued)				
c) If not automatically accepted, what is verified/modified?				
LC class number	X		X	X
Dewey number				X
Cutter	X	X	X	X
main entry	X		X	X
title	X	X	X	X
imprint	X	X	X	X
collation	X	X	X	X
series	X	X	X	X
notes	X	X	X	X
added entries	X		X	X
subjects	X		X	X
other				*edition*

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 20 & 21

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
3. Contributed (member input) records (continued)				
c) If not automatically accepted, what is verified/modified?				
LC class number		X		X
Dewey number				
Cutter		X		
main entry				X
title		X	X	X
imprint				X
collation		X		X
series			X	X
notes				X
added entries			X	X
subjects		X	X	X
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 20 & 21

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
3. Contributed (member input) records (continued)				
c) If not automatically accepted, what is verified/modified?				
LC class number			X	X
Dewey number		X		
Cutter		X		X
main entry				X
title			X	X
imprint				X
collation				X
series				X
notes				X
added entries			X	X
subjects			X	X
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 20 & 21

	MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
3. Contributed (member input) records (continued)				
c) If not automatically accepted, what is verified/modified?				
LC class number		X		X
Dewey number				
Cutter		X		
main entry				X
title				X
imprint				X
collation				X
series	X	X		X
notes				
added entries				X
subjects				X
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 20 & 21

3. Contributed (member input) records (continued)

c) If not automatically accepted, what is verified/modified?

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
LC class number	X			
Dewey number		X		
Cutter		X		
main entry				
title				X
imprint	X			
collation	X			
series				X
notes				
added entries		X		
subjects	X	X		
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 20 & 21

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
3. Contributed (member input) records (continued)				
c) If not automatically accepted, what is verified/modified?				
LC class number			X	X
Dewey number				
Cutter				
main entry				
title			X	
imprint			X	X
collation			X	
series			X	X
notes			X	X
added entries			X	
subjects				X
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 20 & 21

3. Contributed (member input) records (continued)

c) If not automatically accepted, what is verified/modified?

	STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
LC class number		X	X	
Dewey number	X			
Cutter	X		X	
main entry		X	X	
title			X	
imprint	X		X	
collation			X	
series		X	X	
notes			X	
added entries		X	X	
subjects	X		X	
other		*uniform title; all fields occasionally modified*		

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 20 & 21

3. Contributed (member input) records (continued)

c) If not automatically accepted, what is verified/modified?

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
LC class number		X	X	X
Dewey number	X			
Cutter	X	X		X
main entry			X	X
title				X
imprint				X
collation				X
series	X	X	X	X
notes				X
added entries			X	X
subjects			X	X
other		*contributed records are checked by cataloger who may check any of above*		

	W.P.I.	WORCESTER STATE	YALE UNIV.
3. Contributed (member input) records (continued)			
c) If not automatically accepted, what is verified/modified?			
LC class number	X		X
Dewey number			
Cutter			X
main entry			X
title			
imprint			
collation		X	
series	X	X	X
notes		X	
added entries			X
subjects			
other			

THIS PAGE LEFT BLANK INTENTIONALLY

II

Sect. IV

p. 21

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 21

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
B. Checking files				
1&2. When are files checked by which level of staff/ how frequently?				
Name Authority file checked:				
before cards produced				A,B,C,D/ sometimes
when cards received		C/ sometimes		
when cards filed	A,B/ sometimes		A,C/ sometimes	
other				
Series Authority file checked:				
before cards produced	A,B,C,D/ always	C/ sometimes	A,C/ sometimes	A,B,C,D/ sometimes
when cards received		C/ always		
when cards filed				
other				
Uniform titles checked:				
before cards produced	C,D/ always			A,B,C,D/ sometimes
when cards received				
when cards filed	A,B/ always			
other				*when temp card filed* F/ sometimes

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 21

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
B. Checking files				
1&2. When are files checked by which level of staff/ how frequently?				
Name Authority file checked:				
before cards produced	A,C*/ always			
when cards received				A/ always
when cards filed			D,F,A/not provided	
other				
Series Authority file checked:				
before cards produced	A,C*/ always		A,D/ always	B/ sometimes
when cards received				A/ always
when cards filed				
other				
Uniform titles checked:				
before cards produced			A/ sometimes	B/ always
when cards received				
when cards filed				
other				

*some C's do full cataloging under revision

	CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
B. Checking files				
1&2. When are files checked by which level of staff/ how frequently?				
Name Authority file checked:				
before cards produced	C/always A/occasionally			
when cards received				
when cards filed		C/ sometimes		
other				
Series Authority file checked:				
before cards produced	C/always A/occasionally	C/ sometimes		
when cards received				
when cards filed		C/ sometimes		
other				
Uniform titles checked:				
before cards produced				
when cards received				
when cards filed				
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 21

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
B. Checking files				
1&2. When are files checked by which level of staff/ how frequently?				
Name Authority file checked:				
before cards produced	B/ sometimes			
when cards received				
when cards filed				
other				
Series Authority file checked:				
before cards produced	B/ sometimes			
when cards received				
when cards filed				
other				
Uniform titles checked:				
before cards produced	B/ sometimes			
when cards received				
when cards filed				
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 21

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
B. Checking files				
1&2. When are files checked by which level of staff/ how frequently?				
Name Authority file checked:				
before cards produced		A,C/ sometimes	C/ always	
when cards received				
when cards filed	B/ always			
other				
Series Authority file checked:				
before cards produced	A,C,F/ always	A,C/ always	C/ always	C
when cards received				
when cards filed				
other				
Uniform titles checked:	*N/A as yet*			
before cards produced				
when cards received				
when cards filed				
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 21

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
B. Checking files				
1&2. When are files checked by which level of staff/ how frequently?				
Name Authority file checked:				
before cards produced		A,C/ sometimes		A,B,C,D/ sometimes
when cards received				
when cards filed				
other				
Series Authority file checked:				
before cards produced				A,B,C,D/ sometimes
when cards received				
when cards filed				
other				
Uniform titles checked:				
before cards produced		A/ sometimes		
when cards received				
when cards filed				
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 21

	MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
B. Checking files				
1&2. When are files checked by which level of staff/ how frequently?				
Name Authority file checked:				
before cards produced				A/not provided
when cards received				
when cards filed				
other			*when dummies filed- A,C,D*	
Series Authority file checked:				
before cards produced	A,B,C,D/ sometimes	F/ always	F/ sometimes	A/not provided
when cards received				
when cards filed				
other				
Uniform titles checked:				
before cards produced			A,C/ sometimes	
when cards received				
when cards filed				
other				

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
B. Checking files				
1&2. When are files checked by which level of staff/ how frequently?				
Name Authority file checked:				
before cards produced				
when cards received				
when cards filed				
other				
Series Authority file checked:				
before cards produced	A/ sometimes		A-F/ always	A,C,F/ always
when cards received				
when cards filed				
other				
Uniform titles checked:				
before cards produced				
when cards received				
when cards filed				
other				

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
B. Checking files				
1&2. When are files checked by which level of staff/ how frequently?		*never*		
Name Authority file checked:				
before cards produced				A,B,D/ sometimes
when cards received				
when cards filed				
other				
Series Authority file checked:				
before cards produced				
when cards received				
when cards filed				A,B,D,F/ sometimes
other				
Uniform titles checked:				
before cards produced				
when cards received				
when cards filed				A,B,D,F/ sometimes
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 21

	STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
B. Checking files				
1&2. When are files checked by which level of staff/how frequently?				
Name Authority file checked:				
before cards produced		A/ sometimes		A,D/ sometimes
when cards received				A/ always
when cards filed				
other				
Series Authority file checked:				
before cards produced		A,C/ always	C/ sometimes	A,D/ sometimes
when cards received				A/ always
when cards filed				
other				
Uniform titles checked:				
before cards produced		A/ always		
when cards received				
when cards filed			A/ sometimes	
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 21

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
B. Checking files				
1&2. When are files checked by which level of staff/ how frequently?				
Name Authority file checked:				
before cards produced	A,C/ sometimes			A,C,D/ sometimes
when cards received			C/ sometimes	
when cards filed				
other				
Series Authority file checked:				
before cards produced	A,C/ always			A,C,D/ sometimes
when cards received			C/ sometimes	
when cards filed				
other				
Uniform titles checked:				
before cards produced	A,C/ sometimes			
when cards received				
when cards filed			C/ always	
other				

	W.P.I.	WORCESTER STATE	YALE UNIV.
B. Checking files			
1&2. When are files checked by which level of staff/ how frequently?			
Name Authority file checked:			
before cards produced			C,D/ always
when cards received			
when cards filed			
other			
Series Authority file checked:			
before cards produced			C,D/ always
when cards received			
when cards filed			
other			
Uniform titles checked:			
before cards produced			C,D/ always
when cards received			
when cards filed			
other			

THIS PAGE LEFT BLANK INTENTIONALLY

II

Sect. IV

p. 21

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 21

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
B. Checking files (continued)				
Shelflist checked:				
before cards produced	A,B,C,D/ sometimes		A,C/ sometimes	
when cards received				
when cards filed		C/ always		
other				
Classification tables checked:				
before cards produced	A,B,C,D/ sometimes	A/ sometimes	A/ sometimes	
when cards received				
other				
Main catalog checked:				
before cards produced	A,B,C,D/ sometimes			
when cards received				
when cards filed		C/ always		
other				*when temp. card filed/ F*

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 21

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
B. Checking files (continued)				
Shelflist checked:				
before cards produced	A,C*/ always	D/ always	A/ sometimes	B/ sometimes
when cards received				
when cards filed			D,F/not provided	
other				
Classification tables checked:				
before cards produced	A,C*/ always		A/ sometimes	B/ sometimes
when cards received				
other				
Main catalog checked:				
before cards produced	C/ always		A/ sometimes	
when cards received				
when cards filed				A/ always
other	*some C's do full cataloging under revision			

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 21

	CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
B. Checking files (continued)				
Shelflist checked:				
before cards produced	C/some. A/occas.		E,C/ sometimes	
when cards received				
when cards filed			E,C/ always	F/not provided
other				
Classification tables checked:				
before cards produced	C/some. A/occas.		E,C/ sometimes	
when cards received				
other				
Main catalog checked:				
before cards produced	C/some. A/occas.			
when cards received				
when cards filed			C/ always	C/not provided
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 21

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
B. Checking files (continued)				
Shelflist checked:				
before cards produced		A,C/ sometimes	A/ sometimes	A/ sometimes
when cards received				
when cards filed	D/ always			
other				
Classification tables checked:				
before cards produced	B/ sometimes	A,C/ sometimes	A/ sometimes	A/ sometimes
when cards received				
other				
Main catalog checked:				
before cards produced	B/ sometimes	A,C/ sometimes	A/ sometimes	
when cards received				
when cards filed				
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 21

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
B. Checking files (continued)				
Shelflist checked:				
before cards produced	A,C/ sometimes	A,C/ always	C/ always	
when cards received	A,C/ sometimes			
when cards filed		A,C/ always		C
other				
Classification tables checked:				
before cards produced	A/ always	A,C/ sometimes	A/ always	
when cards received				
other				
Main catalog checked:				
before cards produced			C/ always	C
when cards received				
when cards filed	A,B,C/ sometimes	A,C,E,F/ always		
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 21

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
B. Checking files (continued)				
Shelflist checked:				
before cards produced	C/ sometimes	A/ always	A/ sometimes	A,B,C,D/ always
when cards received				
when cards filed				
other				
Classification tables checked:				
before cards produced	C/ sometimes	A/ sometimes	A/ sometimes	A,B,C,D/ sometimes
when cards received				
other				
Main catalog checked:				
before cards produced	C/ sometimes	A/ sometimes		D,E/ always
when cards received				
when cards filed				
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 21

	MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
B. Checking files (continued)				
Shelflist checked:				
before cards produced	A,B,C,D/ sometimes	A/ sometimes		
when cards received				
when cards filed	A,B,C,D/ sometimes			
other			*when dummies filed; A,C,D,E,F*	
Classification tables checked:				
before cards produced		A/ sometimes	A,C,D/ sometimes	
when cards received				
other				
Main catalog checked:				
before cards produced				
when cards received				
when cards filed	A-F/ sometimes			A/not provided
other			*when dummies filed; A,C,D,E,F*	

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 21

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
B. Checking files (continued)				
Shelflist checked:				
before cards produced	F/ sometimes	B/ sometimes	A,C,E,F/ sometimes	
when cards received				
when cards filed			A,C,E,F/ always	
other				
Classification tables checked:				
before cards produced	A/ sometimes	A,B/ sometimes	A/ sometimes	
when cards received			A/ sometimes	
other				
Main catalog checked:				
before cards produced	F/ sometimes	B,D/ sometimes	A,C,E,F/ sometimes	
when cards received				
when cards filed			A,C,E,F/ always	
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 21

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
B. Checking files (continued)				
Shelflist checked:				
before cards produced			A,F/ sometimes	
when cards received				
when cards filed				D,F/ sometimes
other				
Classification tables checked:				
before cards produced			A/ sometimes	D/ sometimes
when cards received				
other				
Main catalog checked:				
before cards produced	F/ always		F/ sometimes	
when cards received				
when cards filed			F/ always	
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 21

	STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
B. Checking files (continued)				
Shelflist checked:				
before cards produced	D/ always	A,B/ sometimes		A,D/ sometimes
when cards received				
when cards filed	D/ always	A,B/ sometimes		A,D/ always
other				
Classification tables checked:				
before cards produced	D/ always	A,C/ sometimes		A/ sometimes
when cards received				
other				
Main catalog checked:				
before cards produced				
when cards received				
when cards filed		A,B/ always	A/ sometimes	A/ always
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 21

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
B Checking files (continued)				
Shelflist checked:				
before cards produced	A,C/ always	A/ sometimes		A/ sometimes
when cards received				
when cards filed			C/ always	A/ sometimes
other				
Classification tables checked:				
before cards produced	A,C/ sometimes	A/ sometimes	A/ sometimes	A/ sometimes
when cards received				
other				
Main catalog checked:				
before cards produced		A/ sometimes		A,C/ sometimes
when cards received				
when cards filed		A/ always	C/ always	A,C/ sometimes
other				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 21

	W.P.I.	WORCESTER STATE	YALE UNIV.
B. Checking files (continued)			
Shelflist checked:			
before cards produced	A/ sometimes		C,D/ always
when cards received		A/ sometimes	
when cards filed		A/ sometimes	
other			
Classification tables checked:		A/not provided	
before cards produced	A/ sometimes		
when cards received			
other			
Main catalog checked:		A/not provided	
before cards produced	A/ sometimes		
when cards received			
when cards filed			
other			

THIS PAGE LEFT BLANK INTENTIONALLY

II
Sect. IV
pp. 21&22

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 21 & 22

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
B. Checking files (continued)				
NUC checked:				
before cards produced	A,B,C,D/ sometimes	C/ sometimes	A,C/ sometimes	
when cards received				
when cards filed				
other				
Other files checked:				*shelflist (original and non-LC copy)*
before cards produced				A,B,C,D/ sometimes
when cards received				
when cards filed				
other				

3. If such files are not regularly checked, under what circumstances are they checked?	Answers varied widely, but follow generally accepted practices; for example, the name authority file is checked when a problem is noticed in a name, the NUC is checked to verify member input cataloging, etc.

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 21 & 22

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
B. Checking files (continued)				
NUC checked:				
before cards produced	A,C*/ sometimes		A,F/ sometimes	B/ sometimes
when cards received				
when cards filed				
other				
Other files checked:	*subject authority file*			*subject*
before cards produced	A,C*/ sometimes			B/ sometimes
when cards received				
when cards filed				A/always
other	**some C's do full cataloging under revision*			

3. If such files are not regularly checked, under what circumstances are they checked?	Answers varied widely, but follow generall accepted practices; for example, the name authority file is checked when a problem i noticed in a name, the NUC is checked to verify member input cataloging, etc.

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 21 & 22

	CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
B. Checking files (continued)				
NUC checked:				
before cards produced	C/some. A/occas.		E,C/ sometimes	
when cards received				
when cards filed				
other				
Other files checked:				*subject*
before cards produced				
when cards received				
when cards filed				E/not provided
other				

3. If such files are not regularly checked, under what circumstances are they checked?	Answers varied widely, but follow generally accepted practices; for example, the name authority file is checked when a problem is noticed in a name, the NUC is checked to verify member input cataloging, etc.

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 21 & 22

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
B. Checking files (continued)				
NUC checked:				
before cards produced	B/ sometimes		A,E/ sometimes	F/ sometimes
when cards received				
when cards filed				
other				
Other files checked:				
before cards produced				
when cards received				
when cards filed				
other				
3. If such files are not regularly checked, under what circumstances are they checked?	Answers varied widely, but follow generally accepted practices; for example, the name authority file is checked when a problem is noticed in a name, the NUC is checked to verify member input cataloging, etc.			

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 21 & 22

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
B. Checking files (continued)				
NUC checked:				
before cards produced	A/ sometimes	A,C,E/ sometimes		C
when cards received				
when cards filed				
other				
Other files checked:				
before cards produced				
when cards received				
when cards filed				
other				

3. If such files are not regularly checked, under what circumstances are they checked?	Answers varied widely, but follow generally accepted practices; for example, the name authority file is checked when a problem is noticed in a name, the NUC is checked to verify member input cataloging, etc.

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 21 & 22

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
B. Checking files (continued)				
NUC checked:				
before cards produced		A/ sometimes	A/ sometimes	
when cards received				
when cards filed				
other				
Other files checked:				*subject*
before cards produced				A,B,C/ sometimes
when cards received				C/ sometimes
when cards filed				
other				

3. If such files are not regularly checked, under what circumstances are they checked?	Answers varied widely, but follow generally accepted practices; for example, the name authority file is checked when a problem i noticed in a name, the NUC is checked to verify member input cataloging, etc.

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 21 & 22

	MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
B. Checking files (continued)				
NUC checked:				
before cards produced		F/ sometimes	A,C,D/ sometimes	
when cards received				
when cards filed				
other				
Other files checked:				
before cards produced				
when cards received				
when cards filed				
other				

3. If such files are not regularly checked, under what circumstances are they checked?	Answers varied widely, but follow generally accepted practices; for example, the name authority file is checked when a problem is noticed in a name, the NUC is checked to verify member input cataloging, etc.

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 21 & 22

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
B. Checking files (continued)				
NUC checked:				
before cards produced	A/ sometimes		A,E,C/ sometimes	
when cards received				
when cards filed				
other				
Other files checked:				
before cards produced				
when cards received				
when cards filed				
other				

3. If such files are not regularly checked, under what circumstances are they checked?	Answers varied widely, but follow generally accepted practices; for example, the name authority file is checked when a problem is noticed in a name, the NUC is checked to verify member input cataloging, etc.

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 21 & 22

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
B. Checking files (continued)				
NUC checked:				
before cards produced			A,F/ sometimes	A,B/ sometimes
when cards received				
when cards filed				
other				
Other files checked:				*subjects*
before cards produced				A,B,D/ sometimes
when cards received				F/ sometimes
when cards filed				
other				

3. If such files are not regularly checked, under what circumstances are they checked?	Answers varied widely, but follow generally accepted practices; for example, the name authority file is checked when a problem is noticed in a name, the NUC is checked to verify member input cataloging, etc.

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 21 & 22

	STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
B. Checking files (continued)				
NUC checked:				
before cards produced		A,C/ sometimes		A,D/ sometimes
when cards received				
when cards filed				
other				
Other files checked:				
before cards produced				
when cards received				
when cards filed				
other				

3. If such files are not regularly checked, under what circumstances are they checked?	Answers varied widely, but follow generally accepted practices; for example, the name authority file is checked when a problem is noticed in a name, the NUC is checked to verify member input cataloging, etc.

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 21 & 22

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
B. Checking files (continued)				
NUC checked:				
before cards produced		A/ sometimes	A,C/ sometimes	A,C,D/ sometimes
when cards received				
when cards filed				
other				
Other files checked:				
before cards produced				
when cards received				
when cards filed				
other				

3. If such files are not regularly checked, under what circumstances are they checked?	Answers varied widely, but follow generally accepted practices; for example, the name authority file is checked when a problem is noticed in a name, the NUC is checked to verify member input cataloging, etc.

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, pp. 21 & 22

	W.P.I.	WORCESTER STATE	YALE UNIV.
B. Checking files (continued)			
NUC checked:			
before cards produced	A/ sometimes	A/ sometimes	
when cards received			
when cards filed			
other			
Other files checked:			
before cards produced			
when cards received			
when cards filed			
other			

3. If such files are not regularly checked, under what circumstances are they checked?	Answers varied widely, but follow generally accepted practices; for example, the name authority file is checked when a problem is noticed in a name, the NUC is checked to verify member input cataloging, etc.

THIS PAGE LEFT BLANK INTENTIONALLY

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
B. Checking files (continued)				
4. If files checked before cards produced, what is done with record on screen?				
left on screen		X		X-*name, series, call #*
put in save, save # recorded	X			
LCCN recorded				
OCLC control # recorded	X		X	X
a) On what kind of form is information recorded?	order slip	n.a.	multiple order form	cataloger's work slip

5. Has a change been made in this policy of checking files between the time you first started using the system and the time of this questionnaire?	37 institutions responded that they had mad no changes in their policy of checking file during the time under consideration.
If yes, please describe the change made in the space provided.	The 6 who made changes cited such things a change in staff level for searching, a decrease in number of files checked.

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 22

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
B. Checking files (continued)				
4. If files checked before cards produced, what is done with record on screen?				
left on screen			X	X
put in save, save # recorded			X	
LCCN recorded				X
OCLC control # recorded	X			X
a) On what kind of form is information recorded?	input workform		scratch paper	traveler (duplicate copy of order form)

5. Has a change been made in this policy of checking files between the time you first started using the system and the time of this questionnaire?	37 institutions responded that they had mad no changes in their policy of checking file during the time under consideration.
If yes, please describe the change made in the space provided.	The 6 who made changes cited such things a change in staff level for searching, a decrease in number of files checked.

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 22

	CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
B. Checking files (continued)				
4. If files checked before cards produced, what is done with record on screen?				
left on screen		X	X	
put in save, save # recorded				
LCCN recorded	X			
OCLC control # recorded	X		X	
a) On what kind of form is information recorded?	catalog workform		order slip	
5. Has a change been made in this policy of checking files between the time you first started using the system and the time of this questionnaire?	37 institutions responded that they had made no changes in their policy of checking files during the time under consideration.			
If yes, please describe the change made in the space provided.	The 6 who made changes cited such things as change in staff level for searching, a decrease in number of files checked.			

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 22

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
B. Checking files (continued)				
4. If files checked before cards produced, what is done with record on screen?				
left on screen	X-*minor editing*	X	X	
put in save, save # recorded			X	
LCCN recorded			X	
OCLC control # recorded	X-*major editing*		X	X
a) On what kind of form is information recorded?	order slip	order slip	order slip, search form or workform	BAPTIS sheet (search form)

5. Has a change been made in this policy of checking files between the time you first started using the system and the time of this questionnaire?	37 institutions responded that they had mad no changes in their policy of checking file during the time under consideration.
If yes, please describe the change made in the space provided.	The 6 who made changes cited such things a change in staff level for searching, a decrease in number of files checked.

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 22

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
B. Checking files (continued)				
4. If files checked before cards produced, what is done with record on screen?			not applicable	
left on screen	X	X		
put in save, save # recorded	X	X		
LCCN recorded				
OCLC control # recorded		X		X
a) On what kind of form is information recorded?	order slip	back of order form, input workform	CBC flag	workform

5. Has a change been made in this policy of checking files between the time you first started using the system and the time of this questionnaire?	37 institutions responded that they had mad no changes in their policy of checking file during the time under consideration.
If yes, please describe the change made in the space provided.	The 6 who made changes cited such things a change in staff level for searching, a decrease in number of files checked.

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 22

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
B. Checking files (continued)				
4. If files checked before cards produced, what is done with record on screen?				
left on screen			X	
put in save, save # recorded	X			X
LCCN recorded				
OCLC control # recorded	X	X		
a) On what kind of form is information recorded?	order slip	bookmark	direct implementation	cataloger's worksheet

5. Has a change been made in this policy of checking files between the time you first started using the system and the time of this questionnaire?	37 institutions responded that they had mad no changes in their policy of checking file during the time under consideration.
If yes, please describe the change made in the space provided.	The 6 who made changes cited such things a change in staff level for searching, a decrease in number of files checked.

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 22

	MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
B. Checking files (continued)				
4. If files checked before cards produced, what is done with record on screen?				
left on screen	X			X
put in save, save # recorded				X
LCCN recorded			X	
OCLC control # recorded		X	X	
a) On what kind of form is information recorded?		transmittal slip and/or order slip	routing slip	

5. Has a change been made in this policy of checking files between the time you first started using the system and the time of this questionnaire?

37 institutions responded that they had mad no changes in their policy of checking file during the time under consideration.

If yes, please describe the change made in the space provided.

The 6 who made changes cited such things a change in staff level for searching, a decrease in number of files checked.

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 22

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
B. Checking files (continued)				
4. If files checked before cards produced, what is done with record on screen?				
left on screen	X		X	X
put in save, save # recorded	X	X	X	
LCCN recorded				
OCLC control # recorded	X		X	
a) On what kind of form is information recorded?	temporary slip which is destroyed	input workform	order slip	
5. Has a change been made in this policy of checking files between the time you first started using the system and the time of this questionnaire?	37 institutions responded that they had made no changes in their policy of checking files during the time under consideration.			
If yes, please describe the change made in the space provided.	The 6 who made changes cited such things as change in staff level for searching, a decrease in number of files checked.			

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 22

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
B. Checking files (continued)				
4. If files checked before cards produced, what is done with record on screen?	*checked before CRT is searched, not during*			
left on screen			X	
put in save, save # recorded				
LCCN recorded				
OCLC control # recorded			X	X
a) On what kind of form is information recorded?			in book	input workform or routing sheet

5. Has a change been made in this policy of checking files between the time you first started using the system and the time of this questionnaire?	37 institutions responded that they had made no changes in their policy of checking files during the time under consideration.
If yes, please describe the change made in the space provided.	The 6 who made changes cited such things as change in staff level for searching, a decrease in number of files checked.

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 22

	STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
B. Checking files (continued)				
4. If files checked before cards produced, what is done with record on screen?				
left on screen			X	
put in save, save # recorded				
LCCN recorded	X			
OCLC control # recorded	X	X		X
a) On what kind of form is information recorded?	order slip	order slip		input work-form for elaborate problems; usually blank paper, p-slip or scratch card

5. Has a change been made in this policy of checking files between the time you first started using the system and the time of this questionnaire?	37 institutions responded that they had made no changes in their policy of checking files during the time under consideration.
If yes, please describe the change made in the space provided.	The 6 who made changes cited such things as change in staff level for searching, a decrease in number of files checked.

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 22

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
B. Checking files (continued)				
4. If files checked before cards produced, what is done with record on screen?				
left on screen	X	X		X
put in save, save # recorded		X		
LCCN recorded			X	
OCLC control # recorded	X	X		
a) On what kind of form is information recorded?	search form	order slip	order slip	
5. Has a change been made in this policy of checking files between the time you first started using the system and the time of this questionnaire?	37 institutions responded that they had made no changes in their policy of checking files during the time under consideration.			
If yes, please describe the change made in the space provided.	The 6 who made changes cited such things as change in staff level for searching, a decrease in number of files checked.			

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 22

	W.P.I.	WORCESTER STATE	YALE UNIV.
B. Checking files (continued)			
4. If files checked before cards produced, what is done with record on screen?			
left on screen			
put in save, save # recorded		X	
LCCN recorded		X	
OCLC control # recorded	X	X	X
a) On what kind of form is information recorded?			search form

5. Has a change been made in this policy of checking files between the time you first started using the system and the time of this questionnaire?	37 institutions responded that they had mad no changes in their policy of checking file during the time under consideration.
If yes, please describe the change made in the space provided.	The 6 who made changes cited such things a change in staff level for searching, a decrease in number of files checked.

THIS PAGE LEFT BLANK INTENTIONALLY

II
Sect. IV
p. 23

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 23

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
C. Editing records				
1. Terminal operator empowered to change record before card production	yes	yes	yes	no-p. 23
2. If yes, what changes?				
modify main entry	yes	yes		
correct spelling/ typographical errors	yes	yes	yes	
add collation	yes	yes	yes	
add bibliographic note	yes	yes	yes	
change imprint	yes	yes	yes	
add contents note	yes	yes	yes	
modify tracings to agree with LC	yes	yes		
other	*add uniform title*			
Suggestions for identifying terminal operator responsibility in card production	Comments reflect staff utilization as described in previous sections.			

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 23

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
C. Editing records				
1. Terminal operator empowered to change record before card production	no	yes	yes	yes
2. If yes, what changes?				
modify main entry				yes
correct spelling/ typographical errors		yes	yes	yes
add collation		yes	yes	yes
add bibliographic note		yes		yes
change imprint		yes	yes	yes
add contents note				yes
modify tracings to agree with LC		yes	yes	yes
other			*series changes*	yes
Suggestions for identifying terminal operator responsibility in card production	Comments reflect staff utilization as described in previous sections.			

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 23

	CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
C. Editing records				
1. Terminal operator empowered to change record before card production	yes	yes	yes	yes
2. If yes, what changes?				
modify main entry	yes	yes		
correct spelling/ typographical errors	yes	yes	yes	yes
add collation	yes	yes	yes	yes
add bibliographic note	yes	yes	yes	yes
change imprint	yes	yes	yes	yes
add contents note				
modify tracings to agree with LC	yes	yes		
other	*add call #, 049 fields, local notes and subjects*	*local notes*	*modify Cutter number*	
Suggestions for identifying terminal operator responsibility in card production	Comments reflect staff utilization as described in previous sections.			

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 23

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
C. Editing records				
1. Terminal operator empowered to change record before card production	yes	yes	yes	yes
2. If yes, what changes?				
modify main entry		yes	yes	
correct spelling/ typographical errors	yes	yes	yes	yes
add collation	yes	yes	yes	yes
add bibliographic note		yes	yes	yes
change imprint	yes	yes	yes	
add contents note		yes	yes	
modify tracings to agree with LC		yes	yes	
other	yes			*correct indicators and subfield codes*
Suggestions for identifying terminal operator responsibility in card production	Comments reflect staff utilization as described in previous sections.			

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 23

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
C. Editing records				
1. Terminal operator empowered to change record before card production	yes	yes	yes	no*
2. If yes, what changes?				
modify main entry		yes	yes	yes
correct spelling/typographical errors	yes	yes	yes	yes
add collation	yes	yes	yes	yes
add bibliographic note	yes	yes	yes	
change imprint	yes	yes	yes	yes
add contents note		yes	yes	yes
modify tracings to agree with LC		yes	yes	
other		*049, modify title and main entry*		**only if modification established*
Suggestions for identifying terminal operator responsibility in card production	Comments reflect staff utilization as described in previous sections.			

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 23

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.	
C. Editing records					
1. Terminal operator empowered to change record before card production	yes	yes	yes	yes	
				A,B	C,D
2. If yes, what changes?					
modify main entry	yes	yes		yes	
correct spelling/ typographical errors	yes	yes	yes	yes	yes
add collation	yes	yes	yes	yes	yes
add bibliographic note	yes		yes	yes	yes
change imprint	yes	yes	yes	yes	yes
add contents note	yes		yes	yes	yes
modify tracings to agree with LC	yes	yes		yes	
other				*class #'s*	
Suggestions for identifying terminal operator responsibility in card production	Comments reflect staff utilization as described in previous sections.				

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 23

	MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE		UNIV. OF N. HAMP.	NEWTON COLLEGE
C. Editing records					
1. Terminal operator empowered to change record before card production	yes	yes		yes	yes
2. If yes, what changes?		A-B /	C-F		
modify main entry	yes	yes		yes	yes
correct spelling/ typographical errors	yes	yes	yes	yes	yes
add collation	yes	yes	yes	yes	yes
add bibliographic note	yes	yes		yes	yes
change imprint	yes	yes	yes	yes	yes
add contents note	yes	yes		yes	yes
modify tracings to agree with LC	yes	yes		yes	yes
other		*class #, series*			yes

Suggestions for identifying terminal operator responsibility in card production	Comments reflect staff utilization as described in previous sections.

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 23

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
C. Editing records				
1. Terminal operator empowered to change record before card production	yes	yes	yes	yes
2. If yes, what changes?				
modify main entry		yes	yes	
correct spelling/ typographical errors	yes	yes	yes	yes
add collation	yes	yes	yes	yes
add bibliographic note	yes	yes	yes	
change imprint		yes	yes	yes
add contents note		yes	yes	
modify tracings to agree with LC		yes	yes	
other				
Suggestions for identifying terminal operator responsibility in card production	Comments reflect staff utilization as described in previous sections.			

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 23

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
C. Editing records				
1. Terminal operator empowered to change record before card production	yes	yes	yes	yes
2. If yes, what changes?				
modify main entry	yes		yes	
correct spelling/ typographical errors	yes	yes	yes	yes
add collation	yes		yes	yes
add bibliographic note	yes		yes	yes
change imprint	yes		yes	
add contents note	yes		yes	yes
modify tracings to agree with LC	yes	yes	yes	yes
other		*change 245 indicator*	*LC call #; subtitle; indicators*	*400 and 800 fields, local notes and holdings*
Suggestions for identifying terminal operator responsibility in card production	Comments reflect staff utilization as described in previous sections.			

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 23

	STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
C. Editing records				
1. Terminal operator empowered to change record before card production	yes	yes	yes	yes
2. If yes, what changes?				
modify main entry	yes			
correct spelling/ typographical errors	yes	yes	yes	
add collation	yes	yes		
add bibliographic note	yes	yes		
change imprint	yes	yes	yes	
add contents note	yes			
modify tracings to agree with LC	yes			
other			*only to conform to LC copy*	
Suggestions for identifying terminal operator responsibility in card production	Comments reflect staff utilization as described in previous sections.			

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 23

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
C. Editing records				
1. Terminal operator empowered to change record before card production	yes	yes	yes	yes
2. If yes, what changes?				
modify main entry	yes	yes		yes
correct spelling/ typographical errors	yes	yes	yes	yes
add collation	yes	yes	yes	yes
add bibliographic note	yes	yes	yes	yes
change imprint	yes	yes	yes	yes
add contents note	yes	yes	yes	yes
modify tracings to agree with LC	yes	yes	yes	yes
other				
Suggestions for identifying terminal operator responsibility in card production	Comments reflect staff utilization as described in previous sections.			

II - OPERATIONS, SECTION IV - TREATMENT OF RECORDS FOUND IN DATA BASE, p. 23

	W.P.I.	WORCESTER STATE	YALE UNIV.
C. Editing records			
1. Terminal operator empowered to change record before card production	yes	yes	yes
2. If yes, what changes?			
modify main entry			yes
correct spelling/ typographical errors	yes		yes
add collation	yes	yes	yes
add bibliographic note		yes	yes
change imprint	yes	yes	yes
add contents note		yes	yes
modify tracings to agree with LC		yes	yes
other			
Suggestions for identifying terminal operator responsibility in card production	Comments reflect staff utilization as described in previous sections.		

THIS PAGE LEFT BLANK INTENTIONALLY

II

Sect. V

p. 24

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, p. 24

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
A. Re-searching				
1. Are items generally held for re-searching?	41 of the 43 libraries responding answered that, in general, items were held for re-searching.			
2. Categories held:				
all				X
CIP				
very new	X	X	*cut off at 4 years*	
foreign language	X	X		
pre-1967				
other			*foreign items within NPAC scope*	
3. a) Time period between searches	*2-3 weeks*	*each new tape*	*some categories: 3 months, 6 months for others*	*1 week or 1 tape*
b) Number of times items are re-searched	*once*	*up to 1 year*	*until imprint 4 years old*	*new titles, 6 times; pre-1968, once.*
c) Does patron have access to information about "held" items?	no	yes	yes	yes

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, p. 24

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
A. Re-searching				
1. Are items generally held for re-searching?	41 of the 43 libraries responding answered that, in general, items were held for re-searching.			
2. Categories held:				
all	X	X		X-*except rush books*
CIP				
very new		—	X	
foreign language				
pre-1967				
other				
3. a) Time period between searches	*monthly*	*2 weeks*	*2-3 months*	*approx. 3 weeks, varies according to workload*
b) Number of times items are re-searched	*3 to 6 times*	*depends on type of material and NUC copy*	*5 to 6 times*	*3 to 4 times*
c) Does patron have access to information about "held" items?	yes	yes	*not directly*	yes

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, p. 24

	CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
A. Re-searching				
1. Are items generally held for re-searching?	41 of the 43 libraries responding answered that, in general, items were held for re-searching.			
2. Categories held:				
all	X-*except high priority items*		X	
CIP		X		X
very new		X		X
foreign language		X		X
pre-1967				
other		*analytics*		
3. a) Time period between searches	*2 weeks*	*varies, altho English language researched in about 3 months*	*2 weeks*	*1 month if LC order # available, 3 months otherwise*
b) Number of times items are re-searched	*once*	*averages 2 to 3 months*	*3 weeks*	*6 if LC order #; 4 if not*
c) Does patron have access to information about "held" items?	no	yes	yes	yes

II - OPERATIONS; SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, p. 24

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
A. Re-searching				
1. Are items generally held for re-searching?	41 of the 43 libraries responding answered that, in general, items were held for re-searching.			
2. Categories held:				
all			X	
CIP				
very new	X			
foreign language				
pre-1967				
other		*all except pre-1967*		*anything for which there is no NUC copy, post-1965*
3. a) Time period between searches	*1 month*	*1 week*	*continuing review*	*3 months*
b) Number of times items are re-searched	*2 months*	*12 times*	*1-3 times*	*varies (depending on expected level of use)*
c) Does patron have access to information about "held" items?	yes	yes	yes	yes

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, p. 24

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
A. Re-searching				
1. Are items generally held for re-searching?	41 of the 43 libraries responding answered that, in general, items were held for re-searching.			
2. Categories held:				
all	X			
CIP				
very new		X		X
foreign language		X		
pre-1967				
other				
3. a) Time period between searches	*4-6 weeks*	*1 month*		*several LC/MARC tapes*
b) Number of times items are re-searched	3	2-3		
c) Does patron have access to information about "held" items?	no	yes		yes

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, p. 24

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
A. Re-searching				
1. Are items generally held for re-searching?	41 of the 43 libraries responding answered that, in general, items were held for re-searching.			
2. Categories held:				
all	X			
CIP				
very new		X	X	X
foreign language				
pre-1967				
other				*material with LC card #*
3. a) Time period between searches	*2 weeks*	*1 month*	*3 weeks*	*2d search (in flux); 3d search*
b) Number of times items are re-searched	3	3	1	2
c) Does patron have access to information about "held" items?	no	no	yes	yes

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, p. 24

	MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
A. Re-searching				
1. Are items generally held for re-searching?	41 of the 43 libraries responding answered that, in general, items were held for re-searching.			
2. Categories held:				
all				X
CIP				
very new	X	X		
foreign language	X		X	
pre-1967				
other		*immediately preceding input of workform for contributed cataloging*	*items which are not high-priority*	
3. a) Time period between searches	*4-6 weeks*	*1-6 months depending on workload*	*about 3 months*	*1 week*
b) Number of times items are re-searched	*up to 5 times for English language; 10 times for foreign language*	*once*	*usually once*	*varies*
c) Does patron have access to information about "held" items?	yes	yes	yes	no

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, p. 24

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
A. Re-searching				
1. Are items generally held for re-searching?	41 of the 43 libraries responding answered that, in general, items were held for re-searching.			
2. Categories held:				
all	X			
CIP				
very new			X	X
foreign language				
pre-1967		X		
other	*except pre-68 searched in NUC*	*low priority, problematic cataloging*	*not in NUC*	
3. a) Time period between searches	*3 months*	*about 7 days*	*1 month*	*2 months*
b) Number of times items are re-searched	*held up to one year*	*depends on demand for book*	*not known yet, but maybe twice, minimum*	2
c) Does patron have access to information about "held" items?	yes	yes	yes	yes

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, p. 24

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
A. Re-searching				
1. Are items generally held for re-searching?	41 of the 43 libraries responding answered that, in general, items were held for re-searching.			
2. Categories held:				
all		X		
CIP				X
very new			X	X
foreign language				
pre-1967				
other			*records without LC call numbers*	*usually any recent book with LC card # or recent British books*
3. a) Time period between searches		*no schedule*	*2 weeks*	*30 days*
b) Number of times items are re-searched		*no schedule yet*	*0*	*as long as it takes*
c) Does patron have access to information about "held" items?		yes	yes	yes

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, p. 24

	STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
A. Re-searching				
1. Are items generally held for re-searching?	41 of the 43 libraries responding answered that, in general, items were held for re-searching.			
2. Categories held:				
all				X
CIP	X		X	
very new	X	X	X	
foreign language				
pre-1967				
other				
3. a) Time period between searches	*3 weeks*	*new MARC tapes routinely searched*	*variable*	*3 months*
b) Number of times items are re-searched	3	*no policy yet*	*variable*	*once*
c) Does patron have access to information about "held" items?	no	yes	yes	yes

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, p. 24

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
A. Re-searching				
1. Are items generally held for re-searching?	41 of the 43 libraries responding answered that, in general, items were held for re-searching.			
2. Categories held:				
all				
CIP				
very new	X	X	X	X
foreign language		X		
pre-1967				
other		*series received on standing order--usually held for LC copy*		
3. a) Time period between searches	*1 month*	*1 month*	*1 month*	*3-4 weeks*
b) Number of times items are re-searched	*once*	*6-12, once per month*	1	2
c) Does patron have access to information about "held" items?	yes	yes	yes	yes

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, p. 24

	W.P.I.	WORCESTER STATE	YALE UNIV.
A. Re-searching			
1. Are items generally held for re-searching?	41 of the 43 libraries responding answered that, in general, items were held for re-searching.		
2. Categories held:			
all	X		
CIP			
very new		X	X
foreign language			
pre-1967			
other			
3. a) Time period between searches	*2 weeks*	*2-3 weeks*	*varies*
b) Number of times items are re-searched	6-7	2	2-3
c) Does patron have access to information about "held" items?	yes	no	yes

THIS PAGE LEFT BLANK INTENTIONALLY

II

Sect. V

p. 24

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, p. 24

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
A. Re-searching				
3. d) How is patron access provided?		*acquisitions files*		*temporary main entry*
e) Describe changes in re-searching cycle made since using OCLC.	*for pre-1967 items do not expect to find LC source copy, CIP is now generally accepted*	not provided	*more systematized now; earlier books were filed by category (foreign, American 197x-) now filed by month to be searched*	

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, p. 24

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
A. Re-searching				
3. d) How is patron access provided?	last part of order form	order card	order file in technical processing	temporary main entry
e) Describe changes in re-searching cycle made since using OCLC.	originally accepted only LC copy, now accepting member input after 3 months due to lack of holding space			

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE

p. 24

	CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
A. Re-searching				
3. d) How is patron access provided?		*through internal files available to the patron*	*temporary main entry; if no call # on T.M. then book is in workroom on "hold" shelf*	*In Proces list*
e) Describe changes in re-searching cycle made since using OCLC.		*we used the system about 1 year before we were able to research English imprints and only recently have been able to research foreign imprints; we are trying to develop a system of regular re-searching for all categories*		

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, p. 24

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
A. Re-searching				
3. d) How is patron access provided?	*temporary card*	*order card*	*fast cataloging*	*Batty temporary check-out system*
e) Describe changes in re-searching cycle made since using OCLC.	*lengthened time between searches and number of searches from 3-2*	*at end of 3 months books not cataloged -% found after then minimal*		

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
A. Re-searching				
3. d) How is patron access provided?		*question referred to catalog dept. by circulation dept. and reference librarians*		*card in catalog under presumed main entry*
e) Describe changes in re-searching cycle made since using OCLC.				*regular re-search of items outside MARC parameters*

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, p. 24

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
A. Re-searching				
3. d) How is patron access provided?			not provided	*by having books shelved in special area of divisional libraries; order slip in public catalog*
e) Describe changes in re-searching cycle made since using OCLC.				*still unde consideration*

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, p. 24

	MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
A. Re-searching				
3. d) How is patron access provided?	*order slip*	*order card*	*through BATAB open-order reports available through reference desk*	
e) Describe changes in re-searching cycle made since using OCLC.			*as our backlog has diminished, the period between searches has been shortened*	

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, p. 24

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
A. Re-searching				
3. d) How is patron access provided?	*processing information list generated from computer using order card number*	*last two book order lists displayed for public*	*reference librarian can check order file; book will be cataloged rush*	*on order card*
e) Describe changes in re-searching cycle made since using OCLC.	*one month searching increased to 3 months to provide higher ratio of hits on shared input*			

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
A. Re-searching				
3. d) How is patron access provided?		*book shelved in public area with accession # order form filed in catalog.*	*card out slips*	*temporary entry*
e) Describe changes in re-searching cycle made since using OCLC.				

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, p. 24

	STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
A. Re-searching				
3. d) How is patron access provided?		*temporary order slip*	*copy of order form*	*order file*
e) Describe changes in re-searching cycle made since using OCLC.				

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, p. 24

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
A. Re-searching				
3. d) How is patron access provided?	*order slip or gift slip*	*for analytics for monographic series, order slip is filed*	*copy of order card*	*carbon of order slip*
e) Describe changes in re-searching cycle made since using OCLC.				

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, p. 24

	W.P.I.	WORCESTER STATE	YALE UNIV.
A. Re-searching			
3. d) How is patron access provided?	*order form*		*in process list on microfilm with daily updates*
e) Describe changes in re-searching cycle made since using OCLC.			

THIS PAGE LEFT BLANK INTENTIONALLY

II

Sect. V

pp. 24&25

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, pp. 24 & 25

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
B. Other sources searched				
1. Are sources other than terminal searched before original cataloging is done?	All but Harvard said yes to this question, with Harvard responding that they were not as yet inputting original work.			
2&3. Sources searched, by which staff level				
NUC	A-F	C	A-F	D
MCRS			A-F	
LC proof slips		C		
LC deposit cards				
Foreign National Bibliographies	A-F		A-F *(depending on difficulty for all)*	A-C
own catalog	A-F			
other				
4. If copy is found, is it transcribed directly onto an input workform?	no	no	no	no
a) By which staff level				

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE,
pp. 24 & 25

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
B. Other sources searched				
1. Are sources other than terminal searched before original cataloging is done?	All but Harvard said yes to this question, with Harvard responding that they were not as yet inputting original work.			
2&3. Sources searched, by which staff level				
NUC	D	C,D	F,A	A,F^2
MCRS				
LC proof slips				
LC deposit cards	D			
Foreign National Bibliographies				A,F^2
own catalog	A			A,F^2
other				*any other reasonable source* *F^2 = student*
4. If copy is found, is it transcribed directly onto an input workform?	yes	no	no	yes
a) By which staff level	A,C			A

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, pp. 24 & 25

	CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
B. Other sources searched				
1. Are sources other than terminal searched before original cataloging is done?	All but Harvard said yes to this question, with Harvard responding that they were not as yet inputting original work.			
2&3. Sources searched, by which staff level				
NUC	A,C	C,D	E	F
MCRS				
LC proof slips				
LC deposit cards				
Foreign National Bibliographies		C,D		
own catalog	A,C	C,D		
other	*Mansell*			
4. If copy is found, is it transcribed directly onto an input workform?	yes	no	yes	no
a) By which staff level	A or C		E	

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, pp. 24 & 25

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
B. Other sources searched				
1. Are sources other than terminal searched before original cataloging is done?	All but Harvard said yes to this question, with Harvard responding that they were not as yet inputting original work.			
2&3. Sources searched, by which staff level				
NUC	E,F,B	A,C	A,E	all
MCRS				
LC proof slips				
LC deposit cards				
Foreign National Bibliographies	E,F,B		A,E	
own catalog	E,F,B	*very seldom*	A,E	all
other	*biographical and bibliographical reference works*		*bibliographies*	
4. If copy is found, is it transcribed directly onto an input workform?	no	*yes & no*	no	no
a) By which staff level		A or C		

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, pp. 24 & 25

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
B. Other sources searched				
1. Are sources other than terminal searched before original cataloging is done?	All but Harvard said yes to this question, with Harvard responding that they were not as yet inputting original work.			
2&3. Sources searched, by which staff level				
NUC	A-C	A,C,E		C
MCRS				
LC proof slips				C
LC deposit cards				
Foreign National Bibliographies				
own catalog	A-C	A,C,E		C
other				
4. If copy is found, is it transcribed directly onto an input workform?		yes		yes
a) By which staff level		A,C,E		C

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, pp. 24 & 25

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
B. Other sources searched				
1. Are sources other than terminal searched before original cataloging is done?	All but Harvard said yes to this question, with Harvard responding that they were not as yet inputting original work.			
2&3. Sources searched, by which staff level				
NUC	C	A	A	D,E
MCRS				
LC proof slips				
LC deposit cards				
Foreign National Bibliographies				
own catalog	C	A	A	D,E
other	*Mariners Museum, Scripps, Sears Oceanographic index*		*BPR, Brit. National Bibliography*	
4. If copy is found, is it transcribed directly onto an input workform?	yes	yes	yes	no
a) By which staff level	C	A	A	

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, pp. 24 & 25

	MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
B. Other sources searched				
1. Are sources other than terminal searched before original cataloging is done?	All but Harvard said yes to this question, with Harvard responding that they were not as yet inputting original work.			
2&3. Sources searched, by which staff level				
NUC	A-C	F	A,C,D	A,F
MCRS				
LC proof slips			A,C,D	
LC deposit cards				
Foreign National Bibliographies		F		
own catalog			A,C,D	
other		*LC Books/ subjects*		
4. If copy is found, is it transcribed directly onto an input workform?	yes	no	no	no
a) By which staff level	A-D		A,C,D	

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, pp. 24 & 25

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
B. Other sources searched				
1. Are sources other than terminal searched before original cataloging is done?	All but Harvard said yes to this question, with Harvard responding that they were not as yet inputting original work.			
2&3. Sources searched, by which staff level				
NUC	F		all	A,C
MCRS	F			
LC proof slips				
LC deposit cards				
Foreign National Bibliographies				
own catalog	F	A,B,D	all	
other		*Public Library Catalog 1973 and Book Review Digest*	*union catalog for UNH/Keene State*	
4. If copy is found, is it transcribed directly onto an input workform?	no	yes	*yes & no*	yes
a) By which staff level		A,B & D	A,C,E	A

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, pp. 24 & 25

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
B. Other sources searched				
1. Are sources other than terminal searched before original cataloging is done?	All but Harvard said yes to this question, with Harvard responding that they were not as yet inputting original work.			
2&3. Sources searched, by which staff level				
NUC	F	C	A,F	D,F;sometimes A,B
MCRS				
LC proof slips	F			
LC deposit cards				
Foreign National Bibliographies				D,F;sometimes A,B
own catalog	F		A,F	D,F;sometimes A,B
other				
4. If copy is found, is it transcribed directly onto an input workform?	no	no	yes	no
a) By which staff level			A,F	

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, pp. 24 & 25

	STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
B. Other sources searched				
1. Are sources other than terminal searched before original cataloging is done?	All but Harvard said yes to this question, with Harvard responding that they were not as yet inputting original work.			
2&3. Sources searched, by which staff level				
NUC	D	A,C	C	D
MCRS				
LC proof slips				
LC deposit cards				
Foreign National Bibliographies		A,C		
own catalog		A,C		
other				
4. If copy is found, is it transcribed directly onto an input workform?	no	sometimes	no	no
a) By which staff level		A,C		

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, pp. 24 & 25

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
B. Other sources searched				
1. Are sources other than terminal searched before original cataloging is done?	All but Harvard said yes to this question, with Harvard responding that they were not as yet inputting original work.			
2&3. Sources searched, by which staff level				
NUC	C	F,A	A,C; sometimes F	A,C,D
MCRS				
LC proof slips				
LC deposit cards		F,A		
Foreign National Bibliographies	C		A,C; sometimes F	
own catalog	C	F,A	A,D; sometimes F	A,C,D
other				*weekly record*
4. If copy is found, is it transcribed directly onto an input workform?	no	no	no	yes
a) By which staff level		F		not provided

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, pp. 24 & 25

	W.P.I.	WORCESTER STATE	YALE UNIV.
B. Other sources searched			
1. Are sources other than terminal searched before original cataloging is done?	All but Harvard said yes to this question, with Harvard responding that they were not as yet inputting original work.		
2&3. Sources searched, by which staff level			
NUC	A	A	C,D
MCRS			
LC proof slips			
LC deposit cards			C,D
Foreign National Bibliographies			C,D
own catalog	A	A	C,D
other	*NLM Catalog, CBI, Mansell*		
4. If copy is found, is it transcribed directly onto an input workform?	yes	yes	no
a) By which staff level	A	A	

THIS PAGE LEFT BLANK INTENTIONALLY

II

Sect. V

pp. 25&26

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, pp. 25 & 26

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
B. Other sources searched				
5. a&b) If not transcribed directly, method used, and by which staff level				
manual note taking				
camera				
copy machine	A-F		C-F	D
other		*directly from NUC/* C		
c) Method used for preparing information for input, by which staff level				
copies onto input workform	A-D			A-C
attached to input workform				A-C
tagged			C,D	
enlarged and tagged				
other		*directly from NUC/* C		

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, pp. 25 & 26

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
B. Other sources searched				
5. a&b) If not transcribed directly, method used, and by which staff level				
manual note taking				
camera				
copy machine			F or A	
other		C-D		F^2 *notes citation of where information found*
c) Method used for preparing information for input, by which staff level				
copies onto input workform	A,C	C-D		A
attached to input workform	A,C			
tagged				
enlarged and tagged				
other		C-D-*if copy found is straightforward LC, work proceeds from copy found; tagged at time of entry; revised before card production*	A-*operations not yet worked out due to almost all new staff & paucity of full time clerical staff*	F^2 = *student*

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, pp. 25 & 26

	CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
B. Other sources searched				
5. a&b) If not transcribed directly, method used, and by which staff level				
manual note taking				
camera		C,D		
copy machine		C,D		F
other				
c) Method used for preparing information for input, by which staff level				
copies onto input workform				
attached to input workform		C		F
tagged	A	C		C
enlarged and tagged	A			
other	A-*call numbers assigned*			

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, pp. 25 & 26

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
B. Other sources searched				
5. a&b) If not transcribed directly, method used, and by which staff level				
manual note taking				all
camera				
copy machine	E,F			F
other			*search form/E*	
c) Method used for preparing information for input, by which staff level				
copies onto input workform		A or C		A
attached to input workform	E,F	A or C		
tagged	B	A or C		
enlarged and tagged	B	A or C		
other		*directly input from NUC/* A or C	*input on terminal/* E, F	

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, pp. 25 & 26

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
B. Other sources searched				
5. a&b) If not transcribed directly, method used, and by which staff level	*no long-range procedures established*			
manual note taking				
camera				C
copy machine				
other				
c) Method used for preparing information for input, by which staff level	*same as above*			
copies onto input workform				
attached to input workform				C
tagged				
enlarged and tagged				
other				

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, pp. 25 & 26

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
B. Other sources searched				
5. a&b) If not transcribed directly, method used, and by which staff level				
manual note taking				
camera				
copy machine				D,E
other				
c) Method used for preparing information for input, by which staff level				
copies onto input workform				
attached to input workform				D,E
tagged	C			A-D
enlarged and tagged				
other				

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, pp. 25 & 26

	MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
B. Other sources searched				
5. a&b) If not transcribed directly, method used, and by which staff level				
manual note taking				
camera				
copy machine		F		E E } or
other				
c) Method used for preparing information for input, by which staff level				
copies onto input workform	A-D	A		
attached to input workform		F		
tagged	A-D	A		
enlarged and tagged		A		
other	A,B-*directly from NUC while at terminal*		*input by original recorder from his own notes*	A

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, pp. 25 & 26

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
B. Other sources searched				
5. a&b) If not transcribed directly, method used, and by which staff level				
manual note taking				
camera				
copy machine	F		A,C,E	
other				
c) Method used for preparing information for input, by which staff level				
copies onto input workform	A,C		A,C,E	
attached to input workform	A,C		A,C,E	
tagged	A,C		A,C,E	
enlarged and tagged				
other	*input directly from photocopy without prior tagging if input by cataloger; from input workform with copy attached if input by typist*			

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, pp. 25 & 26

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
B. Other sources searched				
5. a&b) If not transcribed directly, method used, and by which staff level				
manual note taking				
camera	F			
copy machine		C		D,F
other				
c) Method used for preparing information for input, by which staff level				
copies onto input workform				A,B
attached to input workform		F,C		
tagged	A			A,B
enlarged and tagged				
other				

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, pp. 25 & 26

	STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
B. Other sources searched				
5. a&b) If not transcribed directly, method used, and by which staff level				
manual note taking	A	A,C,E	F	
camera		A,C,E		
copy machine				D
other				
c) Method used for preparing information for input, by which staff level				
copies onto input workform		A		D
attached to input workform	A			
tagged		A	A	
enlarged and tagged				
other		*staff level expected to change as paraprofessionals become more experienced with tagging*		

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, pp. 25 & 26

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
B. Other sources searched				
5. a&b) If not transcribed directly, method used, and by which staff level				
manual note taking			A,C; sometimes F	
camera	C	F	A,C; sometimes F	
copy machine			A,C; sometimes F	
other				
c) Method used for preparing information for input, by which staff level				
copies onto input workform	A,C		A	
attached to input workform			A*	
tagged	D	A	A	
enlarged and tagged			A	
other				

**just beginning to train C & F*

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, pp. 25 & 26

	W.P.I.	WORCESTER STATE	YALE UNIV.
B. Other sources searched			
5. a&b) If not transcribed directly, method used, and by which staff level			
manual note taking			
camera			
copy machine			C,D
other			
c) Method used for preparing information for input, by which staff level			
copies onto input workform	A		
attached to input workform			C,D
tagged			C,D
enlarged and tagged			
other			

THIS PAGE LEFT BLANK INTENTIONALLY

II

Sect. V

pp. 27&28

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, pp. 27 & 28

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
B. Re-searching				
5. d) If staff levels vary consistently, under what circumstances do variations occur?	Those institutions who do vary staff levels do so on the basis of the complexity of the material or the source of the cataloging copy.			
e) Are workforms revised by someone other than the person who filled them out? by which staff level?	no	no	always/A	no
C. Original cataloging				
1. By what process is original cataloging assigned, if no copy has been found?	In general, items were assigned on three levels: 1) by subject 2) by language 3) by staff level			
2. Is terminal used in original cataloging?	yes	no	no	no
a) In what way	The terminal was used to find any related information useful in the cataloging process.			
3&4. What staff level does original cataloging/tagging?	A-D/A-D	A / C	A / A	A-C/A-C
D. Inputting				
1. What staff level does inputting?	C,D	C	F	D
2 & 2a) Is one of procedures in *On-Line Cataloging* used for input? which?	yes/1,3 combined	yes/	yes/3	yes/3
3. Does staff level that does inputting vary?	no	yes-*special collection does own*	no	no

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, pp. 27 & 28

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
B. Re-searching				
5. d) If staff levels vary consistently, under what circumstances do variations occur?	Those institutions who do vary staff levels do so on the basis of the complexity of the material or the source of the cataloging copy.			
e) Are workforms revised by someone other than the person who filled them out? by which staff level?	yes/always input supervisor	yes/sometimes/not provided	*doesn't use workforms*	no
C. Original cataloging				
1. By what process is original cataloging assigned, if no copy has been found?	In general, items were assigned on three levels: 1) by subject 2) by language 3) by staff level			
2. Is terminal used in original cataloging?	no	no	yes	yes
a) In what way	The terminal was used to find any related information useful in the cataloging process.			
3&4. What staff level does original cataloging/tagging?	A,C/A,C	A/ C or D	answer sheet missing	A / A
D. Inputting				
1. What staff level does inputting?	E,F	D	same as above	A
2 & 2a) Is one of procedures in *On-Line Cataloging* used for input? which?	no	yes/1	same as above	yes/1
3. Does staff level that does inputting vary?	no	no	same as above	no

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, pp. 27 & 28

	CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
B. Re-searching				
5. d) If staff levels vary consistently, under what circumstances do variations occur?	Those institutions who do vary staff levels do so on the basis of the complexity of the material or the source of the cataloging copy.			
e) Are workforms revised by someone other than the person who filled them out? by which staff level?	yes/A always	yes/A always	no	yes/ always
C. Original cataloging				
1. By what process is original cataloging assigned, if no copy has been found?	In general, items were assigned on three levels: 1) by subject 2) by language [illegible] by staff level			
2. Is terminal used in original cataloging?	yes- *rarely*	yes- *limitedly*	no	no
a) In what way	The terminal was used to find any related information useful in the cataloging process.			
3&4. What staff level does original cataloging/tagging?	A / A	A / C	A,C/C,E	C / C
D. Inputting				
1. What staff level does inputting?	F	C	C,E	F
2 & 2a) Is one or procedures in *On-Line Cataloging* used for input? which?	yes/1	yes/2	yes/1	yes/1
3. Does staff level that does inputting vary?	no	no	yes-*C frequently inputs own; E does rest*	no

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, pp. 27 & 28

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
B. Re-searching				
5. d) If staff levels vary consistently, under what circumstances do variations occur?	Those institutions who do vary staff levels do so on the basis of the complexity of the material or the source of the cataloging copy.			
e) Are workforms revised by someone other than the person who filled them out? by which staff level?	no	yes/A always	no	yes/some-times/not provided
C. Original cataloging				
1. By what process is original cataloging assigned, if no copy has been found?	In general, items were assigned on three levels: 1) by subject 2) by language 3) by staff level			
2. Is terminal used in original cataloging?	yes	yes	yes	yes
a) In what way	The terminal was used to find any related information useful in the cataloging process.			
3&4. What staff level does original cataloging/tagging?	B / B	A / A	A /E,F	A / A
D. Inputting				
1. What staff level does inputting?	D	F	E,F	A,D,E,F
2 & 2a) Is one of procedures in *On-Line Cataloging* used for input? which?	yes/3	not provided	yes/3	yes/1,3
3. Does staff level that does inputting vary?	no	no	no	yes-*more complex done by better trained staff*

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, pp. 27 & 28

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
B. Re-searching				
5. d) If staff levels vary consistently, under what circumstances do variations occur?	Those institutions who do vary staff levels do so on the basis of the complexity of the material or the source of the cataloging copy.			
e) Are workforms revised by someone other than the person who filled them out? by which staff level?	not provided	yes/A,C always	not provided	sometimes
C. Original cataloging				
1. By what process is original cataloging assigned, if no copy has been found?	In general, items were assigned on three levels: 1) by subject 2) by language 3) by staff level			
2. Is terminal used in original cataloging?	no	yes	no	yes
a) In what way	The terminal was used to find any related information useful in the cataloging process.			
3&4. What staff level does original cataloging/tagging?	A,B,C/ A,B,C	A / A	not provided	A / A
D. Inputting				
1. What staff level does inputting?	A	A,C	*original cataloging not input*	C,D
2 & 2a) Is one of procedures in *On-Line Cataloging* used for input? which?	yes/3	yes/ *with some modifications*		yes/3
3. Does staff level that does inputting vary?	not provided	no		no

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, pp. 27 & 28

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
B. Re-searching				
5. d) If staff levels vary consistently, under what circumstances do variations occur?	Those institutions who do vary staff levels do so on the basis of the complexity of the material or the source of the cataloging copy.			
e) Are workforms revised by someone other than the person who filled them out? by which staff level?	no	yes/F always	no	yes/A sometimes
C. Original cataloging				
1. By what process is original cataloging assigned, if no copy has been found?	In general, items were assigned on three levels: 1) by subject 2) by language 3) by staff level			
2. Is terminal used in original cataloging?	yes	no	yes	yes
a) In what way	The terminal was used to find any related information useful in the cataloging process.			
3&4. What staff level does original cataloging/tagging?	C / C	A / A	A / A	A,B/A,B
D. Inputting				
1. What staff level does inputting?	C	A,C	A,D	E,F
2 & 2a) Is one of procedures in *On-Line Cataloging* used for input? which?	yes/1	yes/1	yes/3	no/*developed own*
3. Does staff level that does inputting vary?	no	yes-*due to shortage of staff*	no	no

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, pp. 27 & 28

	MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
B. Re-searching				
5. d) If staff levels vary consistently, under what circumstances do variations occur?	Those institutions who do vary staff levels do so on the basis of the complexity of the material or the source of the cataloging copy.			
e) Are workforms revised by someone other than the person who filled them out? by which staff level?	no	no	no	not provided
C. Original cataloging				
1. By what process is original cataloging assigned, if no copy has been found?	In general, items were assigned on three levels: 1) by subject 2) by language 3) by staff level			
2. Is terminal used in original cataloging?	no	no	yes	no
a) In what way	The terminal was used to find any related information useful in the cataloging process.			
3&4. What staff level does original cataloging/tagging?	A / A	A / A	A,C,D/ A,C,D	A / A
D. Inputting				
1. What staff level does inputting?	A,B,C,D	F	A,C,D	A,F
2 & 2a) Is one of procedures in *On-Line Cataloging* used for input? which?	yes/3	yes/3	yes/3	yes/3
3. Does staff level that does inputting vary?	yes-*A-D does Eng; A does foreign*	no	yes-*person who does workform does input*	yes-*due to staffing problems*

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, pp. 27 & 28

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
B. Re-searching				
5. d) If staff levels vary consistently, under what circumstances do variations occur?	Those institutions who do vary staff levels do so on the basis of the complexity of the material or the source of the cataloging copy.			
e) Are workforms revised by someone other than the person who filled them out? by which staff level?	no	not provided	no	not provided
C. Original cataloging				
1. By what process is original cataloging assigned, if no copy has been found?	In general, items were assigned on three levels: 1) by subject 2) by language 3) by staff level			
2. Is terminal used in original cataloging?	yes	yes	yes	yes
a) In what way	The terminal was used to find any related information useful in the cataloging process.			
3&4. What staff level does original cataloging/tagging?	A / A	A,B,D/ A,B,D	A / A	A / A
D. Inputting				
1. What staff level does inputting?	C	A,B,D	A (for original)	C,F
2 & 2a) Is one of procedures in *On-Line Cataloging* used for input? which?	yes/3	yes/1	yes/1 or 3	yes/3
3. Does staff level that does inputting vary?	yes-*language subject to staff requirements*	yes-*A,B non-fiction and foreign; D fiction*	no	no

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, pp. 27 & 28

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
B. Re-searching				
5. d) If staff levels vary consistently, under what circumstances do variations occur?	Those institutions who do vary staff levels do so on the basis of the complexity of the material or the source of the cataloging copy.			
e) Are workforms revised by someone other than the person who filled them out? by which staff level?	no	no	not provided	yes/A,B always
C. Original cataloging				
1. By what process is original cataloging assigned, if no copy has been found?	In general, items were assigned on three levels: 1) by subject 2) by language 3) by staff level			
2. Is terminal used in original cataloging?	yes	yes	yes	yes
a) In what way	The terminal was used to find any related information useful in the cataloging process.			
3&4. What staff level does original cataloging/tagging?	A / A	A / C	A / A	A,B/A,B
D. Inputting				
1. What staff level does inputting?	D or C	C,F	A,F	E,F
2 & 2a) Is one of procedures in *On-Line Cataloging* used for input? which?	yes/3	yes/1	yes/3	yes/3, *usually*
3. Does staff level that does inputting vary?	no	no	yes-*depends on who did worksheet*	no

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, pp. 27 & 28

		STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
B.	Re-searching				
5. d)	If staff levels vary consistently, under what circumstances do variations occur?	Those institutions who do vary staff levels do so on the basis of the complexity of the material or the source of the cataloging copy.			
e)	Are workforms revised by someone other than the person who filled them out? by which staff level?	no	yes/A always	yes/A sometimes	yes/A always
C.	Original cataloging				
1.	By what process is original cataloging assigned, if no copy has been found?	In general, items were assigned on three levels: 1) by subject 2) by language 3) by staff level			
2.	Is terminal used in original cataloging?	no	yes	yes	no
a)	In what way	The terminal was used to find any related information useful in the cataloging process.			
3&4.	What staff level does original cataloging/tagging?	A / A	A / A	A / A	A / A
D.	Inputting				
1.	What staff level does inputting?	A	E	F	D
2 & 2a)	Is one of procedures in *On-Line Cataloging* used for input? which?	yes/3	yes/3	yes/3	yes/1
3.	Does staff level that does inputting vary?	no	no	no	no

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, pp. 27 & 28

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
B. Re-searching				
5. d) If staff levels vary consistently, under what circumstances do variations occur?	Those institutions who do vary staff levels do so on the basis of the complexity of the material or the source of the cataloging copy.			
e) Are workforms revised by someone other than the person who filled them out? by which staff level?	yes/A sometimes	yes/A always	yes/A always	not provided
C. Original cataloging				
1. By what process is original cataloging assigned, if no copy has been found?	In general, items were assigned on three levels: 1) by subject 2) by language 3) by staff level			
2. Is terminal used in original cataloging?	yes	yes	yes	yes
a) In what way	The terminal was used to find any related information useful in the cataloging process.			
3&4. What staff level does original cataloging/tagging?	A,C/A,C *do foreign; D does English*	A / A	A-*with help from C/ditto*	A / A
D. Inputting				
1. What staff level does inputting?	F	F	F	A,C
2 & 2a) Is one of procedures in *On-Line Cataloging* used for input? which?	yes/1	yes/1	yes/2	yes/3
3. Does staff level that does inputting vary?	no	no	no	yes-*original cataloging by A; other input by C, revised by A*

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, pp. 27 & 28

	W.P.I.	WORCESTER STATE	YALE UNIV.
B. Re-searching			
5. d) If staff levels vary consistently, under what circumstances do variations occur?	Those institutions who do vary staff levels do so on the basis of the complexity of the material or the source of the cataloging copy.		
e) Are workforms revised by someone other than the person who filled them out? by which staff level?	no	not provided	no
C. Original cataloging			
1. By what process is original cataloging assigned, if no copy has been found?	In general, items were assigned on three levels: 1) by subject 2) by language 3) by staff level		
2. Is terminal used in original cataloging?	yes	yes	yes
a) In what way	The terminal was used to find any related information useful in the cataloging process.		
3&4. What staff level does original cataloging/tagging?	A / A	A / A	A,B/A,B
D. Inputting			
1. What staff level does inputting?	D	A	F
2 & 2a) Is one of procedures in *On-Line Cataloging* used for input? which?	yes/1	yes/3	yes/*3 for original; 1 or 2 for LC*
3. Does staff level that does inputting vary?	no	no	no

THIS PAGE LEFT BLANK INTENTIONALLY

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, p. 29

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
D. Inputting				
4. Is inputting revised by someone other than the inputter?	always	never	always	always
5. Did revisor prepare the workform?/staff level of revisor if (when) different.	no/not provided		no/D	yes

PART II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 29 & 30

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
A. The book				
1. What is done to the book before it leaves the terminal?				
nothing			X	
marked with accession #	X			
marked with call #		X		
marked with ownership stamp				
other	*flag added for department book location*			*flag with call number added*

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, p. 29

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
D. Inputting				
4. Is inputting revised by someone other than the inputter?	always	always	sometimes	never
5. Did revisor prepare the workform?/staff level of revisor if (when) different.	no/D	no/A	yes	

PART II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 29 & 30

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
A. The book				
1. What is done to the book before it leaves the terminal?				
nothing				
marked with accession #		X	X	
marked with call #		X		X
marked with ownership stamp				
other	*books have already been released*	*date of cataloging*	*author & title delimited with slash marks*	

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, p. 29

	CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
D. Inputting				
4. Is inputting revised by someone other than the inputter?	always	sometimes- *(i.e., until operator is thoroughly trained)*	never	always
5. Did revisor prepare the workform?/staff level of revisor if (when) different.	no/A *(specifically head cataloger or assistant head cataloger)*	no/A		no/F

PART II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 29 & 30

	CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
A. The book				
1. What is done to the book before it leaves the terminal?				
nothing				
marked with accession #				
marked with call #	X		X	
marked with ownership stamp			X	
other	*3 dots below main entry*	*beginning word of author/title underlined*	*main entry and title underlined*	*call # posted in acquisition system*

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, p. 29

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
D. Inputting				
4. Is inputting revised by someone other than the inputter?	never	always	always	always
5. Did revisor prepare the workform?/staff level of revisor if (when) different.		no/A	no/A	sometimes

PART II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 29 & 30

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
A. The book				
1. What is done to the book before it leaves the terminal?				
nothing		X	X	X
marked with accession #				
marked with call #	X			
marked with ownership stamp				
other				

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, p. 29

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
D. Inputting				
4. Is inputting revised by someone other than the inputter?	not provided	always		never
5. Did revisor prepare the workform?/staff level of revisor if (when) different.	not provided	no/A or C *anyone but the person inputting the workform*		

PART II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 29 & 30

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
A. The book				
1. What is done to the book before it leaves the terminal?			*does not apply to Widener's use of the terminal*	
nothing				X
marked with accession #				
marked with call #		X		
marked with ownership stamp				
other	*typed shelflist inserted in book*			

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, p. 29

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
D. Inputting				
4. Is inputting revised by someone other than the inputter?	never	sometimes	never	always
5. Did revisor prepare the workform?/staff level of revisor if (when) different.		yes		no/E,F

PART II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 29 & 30

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
A. The book				
1. What is done to the book before it leaves the terminal?				
nothing				
marked with accession #				
marked with call #	X	X		X
marked with ownership stamp				
other		*title page marked to indicate main entry and title*	*order slip dated*	*main entry indicated*

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, p. 29

	MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
D. Inputting				
4. Is inputting revised by someone other than the inputter?	sometimes	never	never	sometimes *always if input by E; never if input by A*
5. Did revisor prepare the workform?/staff level of revisor if (when) different.	no/A,B			yes

PART II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 29 & 30

	MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
A. The book				
1. What is done to the book before it leaves the terminal?				
nothing			X	X
marked with accession #				
marked with call #	X	X		
marked with ownership stamp				
other				

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, p. 29

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
D. Inputting				
4. Is inputting revised by someone other than the inputter?	sometimes	sometimes	never	always
5. Did revisor prepare the workform?/staff level of revisor if (when) different.	no/A	no/A,B,D		sometimes/ A

PART II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 29 & 30

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
A. The book				
1. What is done to the book before it leaves the terminal?				
nothing				X
marked with accession #				
marked with call #	X	X	X	
marked with ownership stamp				
other				

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, p. 29

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
D. Inputting				
4. Is inputting revised by someone other than the inputter?	always	never	never	sometimes *upon request until trained*
5. Did revisor prepare the workform?/staff level of revisor if (when) different.	no/A			no/A or B

PART II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 29 & 30

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
A. The book				
1. What is done to the book before it leaves the terminal?				
nothing	X			
marked with accession #				
marked with call #			X	X
marked with ownership stamp				
other		*main entry marked*	*notation in book*	*main entry marked; control record completed*

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, p. 29

	STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
D. Inputting				
4. Is inputting revised by someone other than the inputter?	sometimes	always	always	always
5. Did revisor prepare the workform?/staff level of revisor if (when) different.	yes	no/B	no/A	yes

PART II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 29 & 30

	STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
A. The book				
1. What is done to the book before it leaves the terminal?	X	X		X
nothing				
marked with accession #				
marked with call #	X-*temporary nos.*			
marked with ownership stamp				
other			*author and title marked on title page*	

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, p. 29

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
D. Inputting				
4. Is inputting revised by someone other than the inputter?	sometimes- *till fully trained*	always	always	sometimes- *C input revised by A*
5. Did revisor prepare the workform?/staff level of revisor if (when) different.	no/D	sometimes/ A	no/A	no/A

PART II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 29 & 30

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
A. The book				
1. What is done to the book before it leaves the terminal?				
nothing			X	
marked with accession #				
marked with call #	X	X-sometimes		X
marked with ownership stamp				
other				

II - OPERATIONS, SECTION V - TREATMENT OF RECORDS NOT FOUND IN DATA BASE, p. 29

	W.P.I.	WORCESTER STATE	YALE UNIV.
D. Inputting			
4. Is inputting revised by someone other than the inputter?	always	not provided	always
5. Did revisor prepare the workform?/staff level of revisor if (when) different.	yes	not provided	no/D

PART II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 29 & 30

	W.P.I.	WORCESTER STATE	YALE UNIV.
A. The book			
1. What is done to the book before it leaves the terminal?			
nothing			
marked with accession #	X	X	
marked with call #	X	X	X
marked with ownership stamp		X	
other	*bookplate added*		*main entry indicated on title page*

THIS PAGE LEFT BLANK INTENTIONALLY

II
Sect. VI
p. 30

A. The book

2. What information from the terminal is recorded about the book, and where?

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
call number	order slip	order slip	multiple	workform or order slip
author/title	order slip	order slip	multiple	workform or order slip
dep't symbol	order slip			
OCLC control #	order slip			workform or order slip
imprint			multiple	
other				

A. The book

2. What information from the terminal is recorded about the book, and where?

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
call number		workform	order slip	order slip
author/title				order slip
dep't symbol				
OCLC control #				
imprint				
other				*date cards produced; name of contributing library/ order slip*

	CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
A. The book				
2. What information from the terminal is recorded about the book, and where?				
call number	order slip	card order form	order slip	order slip
author/title		card order form	order slip	
dep't symbol		card order form		
OCLC control #				
imprint			order slip	
other				

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
A. The book				
2. What information from the terminal is recorded about the book, and where?				
call number	order slip	workform & order slip	order slip	
author/title		workform & order slip	order slip	
dep't symbol				
OCLC control #				
imprint				
other	*revision of main entry/ order slip*		*number of volumes if multi-volume/ order slip*	

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
A. The book				
2. What information from the terminal is recorded about the book, and where?			not provided	
call number	order slip	workform & order slip		
author/title		in book		
dep't symbol				
OCLC control #				*production date*
imprint				
other	*date cards produced and changes made/order slip*	*partial holdings/order slip;new series and name authority/scrap*		

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
A. The book				
2. What information from the terminal is recorded about the book, and where?			not provided	
call number	order slip	bookmark		workform, order slip
author/title		bookmark		workform
dep't symbol				
OCLC control #				
imprint				
other		*subject heading/ bookmark*		*fields added, deleted, changed/ workform*

A. The book

2. What information from the terminal is recorded about the book, and where?

	MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
call number		order slip	order slip	order slip
author/title	order slip		order slip	order slip
dep't symbol				
OCLC control #				
imprint				
other				*reserve, rush,etc./ order slip*

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
A. The book				
2. What information from the terminal is recorded about the book, and where?	information not recorded			
call number		workform	order slip	order slip
author/title			order slip	
dep't symbol				
OCLC control #				
imprint				
other		*subject and added entries/ workform*		

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
A. The book				
2. What information from the terminal is recorded about the book, and where?				
call number	IBM keypunch datasheet	order slip	in book	control card
author/title	IBM keypunch datasheet			control card
dep't symbol				
OCLC control #				
imprint				
other	*number of copies/ IBM card*	*main entry/ order slip*		*date produced, ope ators initials, location; type of catalogin transaction/control card*

A. The book

2. What information from the terminal is recorded about the book, and where?

	STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
call number	order slip	order slip	workform	order slip
author/title	order slip	cross-reference on order slip	order slip	order slip
dep't symbol				
OCLC control #				
imprint				
other	*subject/ order slip*			

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
A. The book				
2. What information from the terminal is recorded about the book, and where?	not provided			
call number		order slip	order slip	workform
author/title				workform
dep't symbol				
OCLC control #				
imprint				
other				*series, changes, date, initials of operator/workform*

A. The book

2. What information from the terminal is recorded about the book, and where?

	W.P.I.	WORCESTER STATE	YALE UNIV.
call number	order slip	workform	temporary shelflist & IBM card
author/title	order slip	workform	temporary shelflist
dep't symbol			
OCLC control #		workform	
imprint			
other			

THIS PAGE LEFT BLANK INTENTIONALLY

II

Sect. VI

pp. 30&31

II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 30 & 31

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
A. The book				
3. What is done to the book after it leaves the terminal? Is this before or after cards are received?				
date due slip added	before	before		before
spine label added	before	before	before	before
pocket added	before		before	
call number added	before		before	before
charge cards added	before			
accession number added				
ownership stamp added	before	before	before	before
pages cut	after			
binding			before	
bookplate added				
plastic jacket				
other				
4. Are books held until cards are received?	sometimes	never	never	never
If held "sometimes," explain	*only rush books are released*			

II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 30 & 31

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
A. The book				
3. What is done to the book after it leaves the terminal? Is this before or after cards are received?				
date due slip added				before
spine label added		X	before	before
pocket added		X	before	before
call number added				
charge cards added		X	before	before
accession number added				
ownership stamp added		X	before	before
pages cut				
binding				
bookplate added			before	
plastic jacket				
other				*gift plate*- before
4. Are books held until cards are received?	never	never	never	never
If held "sometimes," explain				

II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 30 & 31

	CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
A. The book				
3. What is done to the book after it leaves the terminal? Is this before or after cards are received?				
date due slip added				before
spine label added	before	before	before	before
pocket added	before	before	before	before
call number added		before		
charge cards added	after	before	before	before
accession number added				
ownership stamp added		before		
pages cut				
binding				
bookplate added				
plastic jacket				
other		*book detection system plate added*		*plates-* before
4. Are books held until cards are received?	sometimes	never	never	never
If held "sometimes," explain	*service center books must have main entry card*			

II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 30 & 31

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
A. The book				
3. What is done to the book after it leaves the terminal? Is this before or after cards are received?				
date due slip added	before		before	after
spine label added	before	before	before	after
pocket added	before		before	after
call number added		before	before	after
charge cards added	before		before	after
accession number added				after
ownership stamp added			before	before
pages cut				
binding				
bookplate added				
plastic jacket				
other		*add to CLSI data base*-before		
4. Are books held until cards are received?	never	never	never	almost always
If held "sometimes," explain				

II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 30 & 31

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
A. The book				
3. What is done to the book after it leaves the terminal? Is this before or after cards are received?				
date due slip added			before	after
spine label added	before	before	before	after
pocket added	before	before	before	after
call number added	before		before	after
charge cards added	before	before	before	after
accession number added			before	
ownership stamp added	before	before	before	after
pages cut				
binding				
bookplate added				
plastic jacket				
other	*book and all above items revised*			
4. Are books held until cards are received?	never	never	never	almost always
If held "sometimes," explain				

II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 30 & 31

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
A. The book				
3. What is done to the book after it leaves the terminal? Is this before or after cards are received?				
date due slip added	before	after		before
spine label added	before	after		before
pocket added	before	after		before
call number added		before		before
charge cards added	before			before
accession number added				at receipt
ownership stamp added	before	after		at receipt
pages cut				
binding				
bookplate added				
plastic jacket				
other		*covers laminated & added to book-* after	*book shelved in catalog Dept. by title*	*edge stamp-* before
4. Are books held until cards are received?	never	always	sometimes	never
If held "sometimes," explain			*rush and reserves*	

II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 30 & 31

	MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
A. The book				
3. What is done to the book after it leaves the terminal? Is this before or after cards are received?				
date due slip added		before		
spine label added	before	before	before	before
pocket added	before	before	before	before
call number added	before		before	
charge cards added		before		before
accession number added				
ownership stamp added	before	before	before	before
pages cut				
binding				before
bookplate added				
plastic jacket				
other				
4. Are books held until cards are received?	sometimes	always-*except rush*	never	never
If held "sometimes," explain	*all but rush and reserves held*			

II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 30 & 31

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
A. The book				
3. What is done to the book after it leaves the terminal? Is this before or after cards are received?				
date due slip added				after
spine label added	before	after	before	after
pocket added	after	after	before	
call number added	before	before		after
charge cards added	after	after	before	
accession number added	before	before		
ownership stamp added	before	after		after
pages cut				
binding				
bookplate added				
plastic jacket			before	
other	*OCLC shelf-list card used for pocket*			
4. Are books held until cards are received?	sometimes	sometimes	never	almost always
If held "sometimes," explain	*priority titles sent*	*nonfiction held, fiction processed*		

II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 30 & 31

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
A. The book				
3. What is done to the book after it leaves the terminal? Is this before or after cards are received?				
date due slip added			after	
spine label added	before	X	before	after
pocket added				after
call number added		X	before	
charge cards added	before			before
accession number added				
ownership stamp added			before	after
pages cut				
binding				
bookplate added			before	
plastic jacket	X			
other				
4. Are books held until cards are received?	always	never	sometimes	sometimes
If held "sometimes," explain			*except reserve*	*rush and reserve not held*

II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 30 & 31

	STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
A. The book				
3. What is done to the book after it leaves the terminal? Is this before or after cards are received?				
date due slip added			before	
spine label added	X	before	before	before
pocket added	X		before	before
call number added	X	before	before	
charge cards added	X	before	before	before
accession number added	X			
ownership stamp added	X		before	
pages cut				
binding				
bookplate added				
plastic jacket				
other				
4. Are books held until cards are received?	always	sometimes	never	never
If held "sometimes," explain		*Watkinson Library only held*		

II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 30 & 31

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
A. The book				
3. What is done to the book after it leaves the terminal? Is this before or after cards are received?				
date due slip added	before	before		before
spine label added	before	before	X	before
pocket added	before	before	X	before
call number added	before	before	X	before
charge cards added	before	before		before
accession number added				
ownership stamp added	before	before	X	before
pages cut				
binding				
bookplate added				
plastic jacket				
other				
4. Are books held until cards are received?	never	never	never	never
If held "sometimes," explain				

II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 30 & 31

	W.P.I.	WORCESTER STATE	YALE UNIV.
A. The book			
3. What is done to the book after it leaves the terminal? Is this before or after cards are received?			
date due slip added		before	
spine label added	X	before	before
pocket added	X	before	
call number added		before	
charge cards added	X	before	
accession number added			
ownership stamp added	X		before
pages cut			
binding			
bookplate added			
plastic jacket			
other			
4. Are books held until cards are received?	never	never	never
If held "sometimes," explain			

THIS PAGE LEFT BLANK INTENTIONALLY

II

Sect. VI

pp. 31&32

II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 31 & 32

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
A. The book				
5. Are books compared with cards when cards are received?	sometimes	never	never	never
a) If cards are compared "sometimes," explain.	*all except Rush are compared.*			
b) Does this represent a change during the time you have been on the system?	37 of the 42 institutions responding answered no. 2 of the institutions responding yes hold books until cards are received and 2 send books on--a reversal of practice for each institution.			
B. The cards				
1. Are the cards routinely checked when they are received?	41 of the 43 institutions responding answered this question yes.			
2. Which cards				
shelflist	yes	yes	yes	yes
main entry				
other				
a) When				
upon receipt	yes	yes	yes	yes
during filing, by filer		yes		
during filing, by revisor	yes	yes		

II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 31 & 32

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
A. The book				
5. Are books compared with cards when cards are received?	never	never	never	never
a) If cards are compared "sometimes," explain.				
b) Does this represent a change during the time you have been on the system?	37 of the 42 institutions responding answered no. 2 of the institutions responding yes hold books until cards are received and 2 send books on--a reversal of practice for each institution.			
B. The cards				
1. Are the cards routinely checked when they are received?	41 of the 43 institutions responding answered this question yes.			
2. Which cards				
shelflist	yes	*check unspecified cards against workslip*	yes	
main entry				yes
other	*for separate treatment*			
a) When				
upon receipt	yes	yes	yes	yes
during filing, by filer				
during filing, by revisor				yes

II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 31 & 3

	CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
A. The book				
5. Are books compared with cards when cards are received?	never	never	never	never
a) If cards are compared "sometimes," explain.				
b) Does this represent a change during the time you have been on the system?	37 of the 42 institutions responding answered no. 2 of the institutions responding yes hold books until cards are received and 2 send books on--a reversal of practice for each institution.			
B. The cards				
1. Are the cards routinely checked when they are received?	41 of the 43 institutions responding answered this question yes.			
2. Which cards	*official catalog-check one main entry State library main and ILL center-check subject cards*			
shelflist		yes	yes	yes
main entry			yes	
other				
a) When				
upon receipt	yes	yes	yes	yes
during filing, by filer				
during filing, by revisor			yes	

II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 31 & 32

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
A. The book				
5. Are books compared with cards when cards are received?	never	never	never	always
a) If cards are compared "sometimes," explain.				
b) Does this represent a change during the time you have been on the system?	37 of the 42 institutions responding answered no. 2 of the institutions responding yes hold books until cards are received and 2 send books on--a reversal of practice for each institution.			
B. The cards				
1. Are the cards routinely checked when they are received?	41 of the 43 institutions responding answered this question yes.			
2. Which cards				
shelflist	yes	yes		
main entry			yes	yes
other		*if necessary*		
a) When				
upon receipt	yes	yes	yes	yes
during filing, by filer	yes			
during filing, by revisor				

II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 31 & 3

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
A. The book				
5. Are books compared with cards when cards are received?	never	never	never	always
a) If cards are compared "sometimes," explain.				
b) Does this represent a change during the time you have been on the system?	37 of the 42 institutions responding answered no. 2 of the institutions responding yes hold books until cards are received and 2 send books on--a reversal of practice for each institution.			
B. The cards				
1. Are the cards routinely checked when they are received?	41 of the 43 institutions responding answered this question yes.			
2. Which cards				
shelflist		yes	yes	
main entry	yes	yes		yes
other		*all—to varying degree*		
a) When				
upon receipt	yes	yes	yes	yes
during filing, by filer		yes		yes
during filing, by revisor		yes		

II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 31 & 32

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
A. The book				
5. Are books compared with cards when cards are received?	never	always	never	never
a) If cards are compared "sometimes," explain.				
b) Does this represent a change during the time you have been on the system?	37 of the 42 institutions responding answered no. 2 of the institutions responding yes hold books until cards are received and 2 send books on--a reversal of practice for each institution.			
B. The cards				
1. Are the cards routinely checked when they are received?	41 of the 43 institutions responding answered this question yes.			
2. Which cards				
shelflist	yes	yes		yes
main entry		*if there is a question with shelflist*		
other			*on a pack check, all*	*extra cards*
a) When				
upon receipt	yes	yes	yes	yes
during filing, by filer		yes		
during filing, by revisor		yes		

II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 31 & 32

	MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
A. The book				
5. Are books compared with cards when cards are received?	always	never	never	never
a) If cards are compared "sometimes," explain.				
b) Does this represent a change during the time you have been on the system?	37 of the 42 institutions responding answered no. 2 of the institutions responding yes hold books until cards are received and 2 send books on--a reversal of practice for each institution.			
B. The cards				
1. Are the cards routinely checked when they are received?	41 of the 43 institutions responding answered this question yes.			
2. Which cards				
shelflist	yes			yes
main entry	yes	yes		
other				
a) When				
upon receipt		yes		yes
during filing, by filer	yes		yes	
during filing, by revisor	yes			

II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 31 & 32

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
A. The book				
5. Are books compared with cards when cards are received?	always	sometimes	never	never
a) If cards are compared "sometimes," explain.		*nonfiction compared with shelflist, fiction compared with order cards*		
b) Does this represent a change during the time you have been on the system?	37 of the 42 institutions responding answered no. 2 of the institutions responding yes hold books until cards are received and 2 send books on--a reversal of practice for each institution.			
B. The cards				
1. Are the cards routinely checked when they are received?	41 of the 43 institutions responding answered this question yes.			
2. Which cards				
shelflist	yes	yes	yes	yes
main entry				
other	*shelflist ordered as pocket*			
a) When				
upon receipt	yes	yes	yes	yes
during filing, by filer	yes		yes	
during filing, by revisor	yes			

II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 31 & 32

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
A. The book				
5. Are books compared with cards when cards are received?	always	never	always	sometimes
a) If cards are compared "sometimes," explain.				*rush and reserve not held*
b) Does this represent a change during the time you have been on the system?	37 of the 42 institutions responding answered no. 2 of the institutions responding yes hold books until cards are received and 2 send books on--a reversal of practice for each institution.			
B. The cards				
1. Are the cards routinely checked when they are received?	41 of the 43 institutions responding answered this question yes.			
2. Which cards				
shelflist	yes			
main entry	yes		yes	yes
other				
a) When				
upon receipt	yes		yes	yes
during filing, by filer				yes
during filing, by revisor		yes		yes

	STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
A. The book				
5. Are books compared with cards when cards are received?	always	sometimes	never	sometimes
a) If cards are compared "sometimes," explain.		*Watkinson Library books compared, not others*		*zc cards are compared*
b) Does this represent a change during the time you have been on the system?	37 of the 42 institutions responding answered no. 2 of the institutions responding yes hold books until cards are received and 2 send books on--a reversal of practice for each institution.			
B. The cards				
1. Are the cards routinely checked when they are received?	41 of the 43 institutions responding answered this question yes.			
2. Which cards				
shelflist	yes	yes	yes	yes
main entry			yes	yes
other	*for N. Branch, whole set*	*yc, zc cards*	*all added entry cards*	*all, especially subject*
a) When				
upon receipt	yes	yes	yes	yes
during filing, by filer				
during filing, by revisor			yes	

II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 31 & 32

<table>
<tr><th></th><th>UNIV. OF VERMONT</th><th>WELLESLEY COLLEGE</th><th>WESLEYAN UNIV.</th><th>WHEATON COLLEGE</th></tr>
<tr><td>A. The book</td><td></td><td></td><td></td><td></td></tr>
<tr><td>5. Are books compared with cards when cards are received?</td><td>never</td><td>never</td><td>never</td><td>never</td></tr>
<tr><td>a) If cards are compared "sometimes," explain.</td><td></td><td></td><td></td><td></td></tr>
<tr><td>b) Does this represent a change during the time you have been on the system?</td><td colspan="4">37 of the 42 institutions responding answered no. 2 of the institutions responding yes hold books until cards are received and 2 send books on--a reversal of practice for each institution.</td></tr>
<tr><td>B. The cards</td><td></td><td></td><td></td><td></td></tr>
<tr><td>1. Are the cards routinely checked when they are received?</td><td colspan="4">41 of the 43 institutions responding answered this question yes.</td></tr>
<tr><td>2. Which cards</td><td></td><td></td><td></td><td></td></tr>
<tr><td>shelflist</td><td>yes</td><td></td><td>yes</td><td>yes</td></tr>
<tr><td>main entry</td><td></td><td></td><td></td><td></td></tr>
<tr><td>other</td><td></td><td><i>duplicate shelflist used for other purposes</i></td><td></td><td><i>series</i></td></tr>
<tr><td>a) When</td><td></td><td></td><td></td><td></td></tr>
<tr><td>upon receipt</td><td>yes</td><td>yes</td><td>yes</td><td>yes</td></tr>
<tr><td>during filing, by filer</td><td></td><td></td><td></td><td></td></tr>
<tr><td>during filing, by revisor</td><td></td><td></td><td></td><td></td></tr>
</table>

II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 31 & 3

	W.P.I.	WORCESTER STATE	YALE UNIV.
A. The book			
5. Are books compared with cards when cards are received?	never	never	never
a) If cards are compared "sometimes," explain.			
b) Does this represent a change during the time you have been on the system?	37 of the 42 institutions responding answered no. 2 of the institutions responding yes hold books until cards are received and 2 send books on--a reversal of practice for each institution.		
B. The cards			
1. Are the cards routinely checked when they are received?	41 of the 43 institutions responding answered this question yes.		
2. Which cards			
shelflist	yes	yes	
main entry			yes
other			
a) When			
upon receipt	yes	yes	yes
during filing, by filer			yes
during filing, by revisor			

THIS PAGE LEFT BLANK INTENTIONALLY

II

Sect. VI

pp. 32&33

II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 32 & 33

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
B. The cards				
3. Cards are checked against:				
OCLC provided totals	yes			
shelflists				
worksheets			yes-*part of multiple form*	yes
other	*book*	*order slips and proofread*		
4. Does this card checking policy represent a change during the time you have been on the system?	38 of the 43 institutions responding said it did not reflect a change of policy. The 5 institutions responding yes cited changes such as a change in staff level doing checking--3 are now doing more checking, 2 are doing less.			
5. a) Are new cards ordered if errors are discovered?	sometimes	sometimes	sometimes	sometimes
Explain "sometimes"	In each case, the explanation was in terms of degree and extent of error, number of cards affected, etc.			
b) By what level staff is the decision made?	A,B	C	A-D	A,B,C
6. At what point/by what level staff, are error, update, and duplicate record forms filled in?	Pre-order = 1, Edit = 2, Input = 3, Revision = 4, Card checking or filing = 5, other = 6 ("cataloging"= 7, searching for copy with book in hand = 8)			
error	2 /C,D	3,5/ C	2,5/A-D	2-5/A-C
update	2 /C,D	3,5/ C	2,5/A-D	2-5/A-C
duplicate	2 /C,D	3,5/ C	2,3/A,C	2-5/A-C

II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 32 & 33

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
B. The cards				
3. Cards are checked against:				
OCLC provided totals		yes		
shelflists				
worksheets	yes	yes		yes
other			*orderslip*	
4. Does this card checking policy represent a change during the time you have been on the system?	38 of the 43 institutions responding said it did not reflect a change of policy. The 5 institutions responding yes cited changes such as a change in staff level doing checking--3 are now doing more checking, 2 are doing less.			
5. a) Are new cards ordered if errors are discovered?	sometimes	sometimes	sometimes	sometimes
Explain "sometimes"	In each case, the explanation was in terms of degree and extent of error, number of cards affected, etc.			
b) By what level staff is the decision made?	D	A	A	A
6. At what point/by what level staff, are error, update, and duplicate record forms filled in?	Pre-order = 1, Edit = 2, Input = 3, Revision = 4, Card checking or filing = 5, other = 6 ("cataloging"= 7, searching for copy with book in hand = 8)			
error	4,7,8/A,C, D	3 / D	8 / A	2,3/A,B
update	5 / D	3 / A	8 / A	5 / A
duplicate	1,3/C,D	not provided	8 / A	2,3/A,B

II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 32 &

	CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUT
B. The cards				
3. Cards are checked against:				
OCLC provided totals			yes	
shelflists				
worksheets	yes	yes		yes
other	*LC subject headings and subject authority files*	*card order slip*	*order slip*	*order slip*
4. Does this card checking policy represent a change during the time you have been on the system?	38 of the 43 institutions responding said it did not reflect a change of policy. Th 5 institutions responding yes cited change such as a change in staff level doing checking--3 are now doing more checking, 2 are doing less.			
5. a) Are new cards ordered if errors are discovered?	sometimes	sometimes	sometimes	always
Explain "sometimes"	In each case, the explanation was in terms of degree and extent of error, number of cards affected, etc.			
b) By what level staff is the decision made?	A	C	A,C	not provided
6. At what point/by what level staff, are error, update, and duplicate record forms filled in?	Pre-order = 1, Edit = 2, Input = 3, Revision = 4, Card checking or filing = 5, other = 6 ("cataloging"= 7, searching for copy with book in hand = 8)			
error	2,4,5/A-C	1,2/ C	1,5/E,C	*whoever finds the problem*
update	4 / A		1,5/E,C	
duplicate	2 /A-C	1,2/ C	1 /E,C	

II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 32 & 33

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
B. The cards				
3. Cards are checked against:				
OCLC provided totals		yes		
shelflists				
worksheets		yes		yes
other	*order slips*	*order slip*	*control slip*	*NUC copy*
4. Does this card checking policy represent a change during the time you have been on the system?	38 of the 43 institutions responding said it did not reflect a change of policy. The 5 institutions responding yes cited changes such as a change in staff level doing checking--3 are now doing more checking, 2 are doing less.			
5. a) Are new cards ordered if errors are discovered?	sometimes	sometimes	sometimes	sometimes
Explain "sometimes"	In each case, the explanation was in terms of degree and extent of error, number of cards affected, etc.			
b) By what level staff is the decision made?	D,B	A	A	D
6. At what point/by what level staff, are error, update, and duplicate record forms filled in?	Pre-order = 1, Edit = 2, Input = 3, Revision = 4, Card checking or filing = 5, other = 6 ("cataloging"= 7, searching for copy with book in hand = 8)			
error	2 /B,D	2 /A,C	4 / A	2,3,5/ A
update	*do not submit updates*	2 /A,C	4 / A	6 / A
duplicate	1,2,7/ A,B,C,D	2 /A,C	4 / A	3 / A

II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 32 &

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
B. The cards				
3. Cards are checked against:				
OCLC provided totals				
shelflists				
worksheets	yes	yes		yes
other	*order slip*	*yes-for reasonableness*	*LC depository cards used as worksheets*	*catalog*
4. Does this card checking policy represent a change during the time you have been on the system?	38 of the 43 institutions responding said it did not reflect a change of policy. The 5 institutions responding yes cited changes such as a change in staff level doing checking--3 are now doing more checking, 2 are doing less.			
5. a) Are new cards ordered if errors are discovered?	sometimes	sometimes	sometimes	sometimes
Explain "sometimes"	In each case, the explanation was in terms of degree and extent of error, number of cards affected, etc.			
b) By what level staff is the decision made?	A	A,C	not provided	A-D
6. At what point/by what level staff, are error, update, and duplicate record forms filled in?	Pre-order = 1, Edit = 2, Input = 3, Revision = 4, Card checking or filing = 5, other = 6 ("cataloging"= 7, searching for copy with book in hand = 8)			
error	4,5/ A	2,3,4/A,C	2 / C	2 /C,D
update	4,5/ A	4,5/A,C	2 / C	1,3/C,D
duplicate	not provided	2,3,5/A,C	2 / C	1,3/C,D

II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 32 & 33

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
B. The cards				
3. Cards are checked against:				
OCLC provided totals				
shelflists				
worksheets		yes		
other	*list of accession numbers of books produced on terminal each day*	*yes-book itself*		*yes*
4. Does this card checking policy represent a change during the time you have been on the system?	38 of the 43 institutions responding said it did not reflect a change of policy. The 5 institutions responding yes cited changes such as a change in staff level doing checking--3 are now doing more checking, 2 are doing less.			
5. a) Are new cards ordered if errors are discovered?	sometimes	sometimes	sometimes	always
Explain "sometimes"	In each case, the explanation was in terms of degree and extent of error, number of cards affected, etc.			
b) By what level staff is the decision made?	C	A,F	A	not provided
6. At what point/by what level staff, are error, update, and duplicate record forms filled in?	Pre-order = 1, Edit = 2, Input = 3, Revision = 4, Card checking or filing = 5, other = 6 ("cataloging"= 7, searching for copy with book in hand = 8)			
error	2,3,4/ C	2,3,4/A,D	3 / A	2 /A-D
update	2,3,4/ C	2,3,4/A,D	3 / A	2 /A-D
duplicate	2,3,4/ C	2,3,4/A,D	3 / A	2 /A-D

II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 32 & 33

	MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
B. The cards				
3. Cards are checked against:			not provided	
OCLC provided totals				
shelflists				
worksheets	yes			
other	*see references on other cards*	*card order record slip of multiple form*		*copy of order slip*
4. Does this card checking policy represent a change during the time you have been on the system?	38 of the 43 institutions responding said it did not reflect a change of policy. The 5 institutions responding yes cited changes such as a change in staff level doing checking--3 are now doing more checking, 2 are doing less.			
5. a) Are new cards ordered if errors are discovered?	sometimes	sometimes	sometimes	sometimes
Explain "sometimes"	In each case, the explanation was in terms of degree and extent of error, number of cards affected, etc.			
b) By what level staff is the decision made?	A,B	A	A,C,D,E,F	A
6. At what point/by what level staff, are error, update, and duplicate record forms filled in?	Pre-order = 1, Edit = 2, Input = 3, Revision = 4, Card checking or filing = 5, other = 6 ("cataloging"= 7, searching for copy with book in hand = 8)			
error	3,4,5/A-D	2,3/A,F	3 /A,C,D	3,4/ A
update	3,4,5/A-D	3 / A	3,5/A,C,D	3,4/ A
duplicate	3,4,5/A-D	2,3/A,F	3 /A,C,D	3,4/ A

II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 32 & 33

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
B. The cards				
3. Cards are checked against:				
OCLC provided totals				
shelflists	yes		yes	
worksheets	yes			
other	*title page*	*yes*	*proofread for typos*	*multiple order forms, reasonableness, series*
4. Does this card checking policy represent a change during the time you have been on the system?	38 of the 43 institutions responding said it did not reflect a change of policy. The 5 institutions responding yes cited changes such as a change in staff level doing checking--3 are now doing more checking, 2 are doing less.			
5. a) Are new cards ordered if errors are discovered?	sometimes	sometimes	sometimes	sometimes
Explain "sometimes"	In each case, the explanation was in terms of degree and extent of error, number of cards affected, etc.			
b) By what level staff is the decision made?	A	D	A	not provided
6. At what point/by what level staff, are error, update, and duplicate record forms filled in?	Pre-order = 1, Edit = 2, Input = 3, Revision = 4, Card checking or filing = 5, other = 6 ("cataloging"= 7, searching for copy with book in hand = 8)			
error	2,3,4,5/A	*we do not have staff time to correct other libraries' errors*	*too disturbing to flow, too time consuming while getting used to terminal, will use as expertise increases*	2 / A
update	2 / A			5 / A
duplicate	2,4/ A			2 / A

II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 32 & 33

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
B. The cards				
3. Cards are checked against:				
OCLC provided totals				
shelflists		yes		
worksheets				
other	*book*	*worksheet, NUC, other files*	*book*	*control card and book*
4. Does this card checking policy represent a change during the time you have been on the system?	38 of the 43 institutions responding said it did not reflect a change of policy. The 5 institutions responding yes cited changes such as a change in staff level doing checking--3 are now doing more checking, 2 are doing less.			
5. a) Are new cards ordered if errors are discovered?	sometimes	sometimes	sometimes	sometimes
Explain "sometimes"	In each case, the explanation was in terms of degree and extent of error, number of cards affected, etc.			
b) By what level staff is the decision made?	C	C	A,F	A
6. At what point/by what level staff, are error, update, and duplicate record forms filled in?	Pre-order = 1, Edit = 2, Input = 3, Revision = 4, Card checking or filing = 5, other = 6 ("cataloging"= 7, searching for copy with book in hand = 8)			
error	4 / A	6 / C	2 /A,F	4,5,6*/ A,E,F
update	5 / A	6 / C	2 /A,F	2,3/D,E,F
duplicate	*never done*	6 / C	1 /A,F	5,6/D,E,F

*as found

II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 32 & 33

	STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
B. The cards				
3. Cards are checked against:				
OCLC provided totals		yes		
shelflists			yes	yes
worksheets		yes	yes	yes
other	*title page and work order slip*	*order control slip if not original input*		
4. Does this card checking policy represent a change during the time you have been on the system?	38 of the 43 institutions responding said it did not reflect a change of policy. The 5 institutions responding yes cited changes such as a change in staff level doing checking--3 are now doing more checking, 2 are doing less.			
5. a) Are new cards ordered if errors are discovered?	sometimes	sometimes	sometimes	always
Explain "sometimes"	In each case, the explanation was in terms of degree and extent of error, number of cards affected, etc.			
b) By what level staff is the decision made?	A	A,B	A	not provided
6. At what point/by what level staff, are error, update, and duplicate record forms filled in?	Pre-order = 1, Edit = 2, Input = 3, Revision = 4, Card checking or filing = 5, other = 6 ("cataloging"= 7, searching for copy with book in hand = 8)			
error	3 / A	2 /A,C	2,4/ A	2 / D
update	3 / A	2 /A,C	2,4/ A	2 / D
duplicate	not provided	2 /A,C	2,4/ A	6 / D

II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 32 & 33

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
B. The cards				
3. Cards are checked against:				
OCLC provided totals				
shelflists	*temporary shelflist*		yes	
worksheets		yes		yes
other		*order card*	*slips in check file, others as needed*	
4. Does this card checking policy represent a change during the time you have been on the system?	38 of the 43 institutions responding said it did not reflect a change of policy. The 5 institutions responding yes cited changes such as a change in staff level doing checking--3 are now doing more checking, 2 are doing less.			
5. a) Are new cards ordered if errors are discovered?	sometimes	sometimes	sometimes	never
Explain "sometimes"	In each case, the explanation was in terms of degree and extent of error, number of cards affected, etc.			
b) By what level staff is the decision made?	F	A,C	A	A
6. At what point/by what level staff, are error, update, and duplicate record forms filled in?	Pre-order = 1, Edit = 2, Input = 3, Revision = 4, Card checking or filing = 5, other = 6 ("cataloging"= 7, searching for copy with book in hand = 8)			
error	2,3,4,5/ A,C,F	2,4,5/A,C	2 / A*	2 /A,C
update	2,4/A,C	2,4/A,C	2 / A*	5 / A
duplicate	2,4/A,C	2,4/A,C	2 / A*	2 /A,C

**currently only A*

II - OPERATIONS, SECTION VI - WORKFLOW AFTER CARDS ARE PRODUCED, pp. 32 & 33

	W.P.I.	WORCESTER STATE	YALE UNIV.
B. The cards			
3. Cards are checked against:			not provided
OCLC provided totals			
shelflists			
worksheets	yes	yes	
other	*order forms*		
4. Does this card checking policy represent a change during the time you have been on the system?	38 of the 43 institutions responding said it did not reflect a change of policy. The 5 institutions responding yes cited changes such as a change in staff level doing checking--3 are now doing more checking, 2 are doing less.		
5. a) Are new cards ordered if errors are discovered?	always	always	usually always
Explain "sometimes"	In each case, the explanation was in terms of degree and extent of error, number of cards affected, etc.		
b) By what level staff is the decision made?	A	A	C,D
6. At what point/by what level staff, are error, update, and duplicate record forms filled in?	Pre-order = 1, Edit = 2, Input = 3, Revision = 4, Card checking or filing = 5, other = 6 ("cataloging"= 7, searching for copy with book in hand = 8)		
error	4 / A	5 / A	2 /C,D
update	4 / A	5 / A	2 /C,D
duplicate	4 / A	5 / A	2 /C,D

THIS PAGE LEFT BLANK INTENTIONALLY

II
Sect. VII
p. 34

II - OPERATIONS, SECTION VII - RECORDS KEPT, p. 34

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
A. 1. a-c) Is a record kept of problems with terminal or system behavior? Is this done on a regular basis?	no	no	yes/yes	no
Description of record keeping and use made:			*record downtime; used for reports to OCLC/NELINET*	
B. 1-3. Are statistics kept of terminal processes?	yes	yes	yes	no
What level? How frequently? How long retained?	*daily; kept permanently*	*daily; sample provided*	*periodically; input statistics; kept permanently for questionnaires*	

II - OPERATIONS, SECTION VII - RECORDS KEPT, p. 34

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
A. 1. a-c) Is a record kept of problems with terminal or system behavior? Is this done on a regular basis?	yes/yes	yes/no	yes/no	yes/yes
Description of record keeping and use made:	*records kept daily; used for information purposes*	*when particular problems need documentation or in response to questionnaires*	*record terminal problem, date and time for repairman*	*whenever they occur, noted briefly; kept only for own information; kept indefinitely*
B. 1-3. Are statistics kept of terminal processes?	yes	yes	no	no
What level? How frequently? How long retained?	*daily; cumulated monthly to record success with system* *sample provided*	*record production; from existing data and input cataloging* *simple log book*		

II - OPERATIONS, SECTION VII - RECORDS KEPT, p. 34

	CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
A. 1. a-c) Is a record kept of problems with terminal or system behavior? Is this done on a regular basis?	yes/yes	yes/no	yes/no	no
Description of record keeping and use made:	*log of down time with reason if known; will discard after a year to evaluate OCLC's performance,spot recurring problems, use in evaluating staff performance*	*frequency varies; note slow response and times but not consistently; records have been kept indefinitely; we used to send copy to NELINET but because of inconsistency discontinued*		
B. 1-3. Are statistics kept of terminal processes?	yes	yes	yes	no
What level? How frequently? How long retained?	*kept by month; the same form is also staff and dept. cataloging statistics* *samples provided*	*daily* *samples provided*	*weekly* *samples provided*	

II - OPERATIONS, SECTION VII - RECORDS KEPT, p. 34

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
A. 1. a-c) Is a record kept of problems with terminal or system behavior? Is this done on a regular basis?	yes/yes	yes/yes	no	no
Description of record keeping and use made:	*daily; retained indefinitely at this point;used to answer questions and questionnaires*	*whenever problem occurs it is noted down; we have a huge calendar with big block for each day; any problem is entered there;one year*		
B. 1-3. Are statistics kept of terminal processes?	yes	no	yes	no
What level? How frequently? How long retained?	*daily* *sample provided*		*daily* *sample provided*	

II - OPERATIONS, SECTION VII - RECORDS KEPT, p. 34

		HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
A. 1. a-c)	Is a record kept of problems with terminal or system behavior? Is this done on a regular basis?	yes/yes	yes/no	yes/yes	yes/no
	Description of record keeping and use made:	*as they occur; no form is used-entered on log or on a daily calendar; they will be retained only for a year or so to afford information for departmental records*	*NELINET notified; records kept ununtil problems solved*	*when a problem occurs; kept indefinitely; used to evaluate quality of system*	*noted on tally sheet kept at terminal*
B. 1-3.	Are statistics kept of terminal processes?	no	yes	yes	yes
	What level? How frequently? How long retained?		*monthly; statistics broken down by: number of LC input records accepted; number of records accepted which were input by other libraries; number of LC records we input from NUC; original input*	*monthly* *sample provided*	*constantly; data then given to BTI*

II - OPERATIONS, SECTION VII - RECORDS KEPT, p. 34

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
A. 1. a-c) Is a record kept of problems with terminal or system behavior? Is this done on a regular basis?	no	yes/yes	yes/yes	yes/yes
Description of record keeping and use made:		*try to make note of extended delays and terminal malfunctioning; until checked against invoices received (about 1 month)--notes are added to statistice (sic) record book-as yet no use made of these*	*daily; CRT Daily log; Terminal log--more detail on technical malfunctioning; indefinitely--to notify OCLC/NELINET*	*continuously; sample provided; retention period undecided; monthly reports to Assoc. Director*
B. 1-3. Are statistics kept of terminal processes?	yes	yes	yes	yes
What level? How frequently? How long retained?	*we always keep records of cards produced, and original records input*	*daily;* *sample provided for recording problems*	*daily*	*monthly reports;* *sample provided*

II - OPERATIONS, SECTION VII - RECORDS KEPT, p. 34

	MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
A. 1. a-c) Is a record kept of problems with terminal or system behavior? Is this done on a regular basis?	no/no	yes/yes	yes/yes	no
Description of record keeping and use made:		*daily;* *sample provided* *no time policy yet; to analyze utilization of staff time and effectiveness of terminal*	*weekly record of downtime not always accurate; a sheet marked off in time blocks is kept by terminals to be filled in by the operator; used in general statistics*	
B. 1-3. Are statistics kept of terminal processes?	yes	yes	yes	no
What level? How frequently? How long retained?	*cards produced (regularly continuing); others irregular; chart of items searched, English, foreign language, found and not found by date*	*daily (same as above)* *sample provided*	*monthly; we keep regular statistics of records input and 1st time uses*	

II - OPERATIONS, SECTION VII - RECORDS KEPT, p. 34

		NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
A. 1. a-c)	Is a record kept of problems with terminal or system behavior? Is this done on a regular basis?	yes/yes	yes/yes	yes/yes	yes/no
	Description of record keeping and use made:	*occurs several times a year; downtime and malfunction are recorded; retained indefinitely and communicated to local staff, repairman, network and OCLC*	*daily; note time of delay, problems and response time on desk calendar; since installation; we inform Ron Miller and for this type of survey*	*as needed on statistic sheet kept at terminal—only a record of downtime, not specific problems; 1 year or more; report made monthly to college librarian*	*sample provided* *2 months; used in communication with OCLC and/or Syntonics*
B. 1-3.	Are statistics kept of terminal processes?	yes	yes	yes	no
	What level? How frequently? How long retained?	*twice at extended intervals during first year; percentage of hits compared. Percentage of titles input after 8 months and after 10 months to the present which determined 98% of new titles are input*	*monthly* *sample provided*	*daily* *sample provided*	

II - OPERATIONS, SECTION VII - RECORDS KEPT, p. 34

		R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
A. 1. a-c)	Is a record kept of problems with terminal or system behavior? Is this done on a regular basis?	yes/yes	yes/yes	no	yes/yes
	Description of record keeping and use made:	*always; few months; only casually checked (to substantiate in-house complaints)*	*log of downtime*		*total downtime and excessively long response intervals tabulated as part of catalog production statistics*
B. 1-3.	Are statistics kept of terminal processes?	yes	yes	no	yes
	What level? How frequently? How long retained?	*daily; cards ordered, when received, how many Dewey, LC, new masters, added copies*	not provided		*continuously*

II - OPERATIONS, SECTION VII - RECORDS KEPT, p. 34

		STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
A. 1. a-c)	Is a record kept of problems with terminal or system behavior? Is this done on a regular basis?	yes/yes	yes/yes	yes/yes	no
	. Description of record keeping and use made:	*whenever slow response is evident (monthly) date is noted and reported to director*	*users rate response time; in daily log records compared to production statistics, also used in planning schedules*	*daily; keyboard lock time over 10 minutes and reason recorded; retained until analyzed*	
B. 1-3.	Are statistics kept of terminal processes?	yes	yes	yes	yes
	What level? How frequently? How long retained?	*monthly cumulation of daily tally; cards produced and input records are recorded*	*monthly; record kept of items found for 1 collection (Watkinson)*	*daily record of items searched and found, cards produced and records input*	*monthly; only of card sets produced, which goes into monthly statistics*

II - OPERATIONS, SECTION VII - RECORDS KEPT, p. 34

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
A. 1. a-c) Is a record kept of problems with terminal or system behavior? Is this done on a regular basis?	yes/yes	yes/no	no	yes/yes
Description of record keeping and use made:	whenever there's a problem; permanently retained; used for serviceman and general statistics	if difficulty prolonged; log of trouble reports by phone made made to NELINET and OCLC; not retained to justify lack of production		whenever down; noted on paper kept at terminal; not yet determined
B. 1-3. Are statistics kept of terminal processes?	yes	yes	yes	yes
What level? How frequently? How long retained?	daily by each operator sample provided	monthly to show cards produced and records input new form sample provided	each operator contributes to a daily tally and keeps individual monthly record sample provided	daily record of titles input; number of titles covered in each pack of cards received from OCLC is rerecorded

II - OPERATIONS, SECTION VII - RECORDS KEPT, p. 34

	W.P.I.	WORCESTER STATE	YALE UNIV.
A. 1. a-c) Is a record kept of problems with terminal or system behavior? Is this done on a regular basis?	yes/no	no	yes/yes
Description of record keeping and use made:	*down times of unusual length are recorded*		*whenever there is trouble; length of time down noted; about 1 year generally figures included in annual report*
B. 1-3. Are statistics kept of terminal processes?	yes	no	yes
What level? How frequently? How long retained?	*number of titles ordered are totaled on monthly statistics sheet*		

THIS PAGE LEFT BLANK INTENTIONALLY

II

Sect. VIII

p. 35

II - OPERATIONS, SECTION VIII - TERMINAL TIME ALLOCATION, p. 35

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
A. What level staff is used for which terminal function? How many hours are allotted to each activity over average week?				*editing and revision included in card production*
pre-order search	C-F/10	C / 2	C,D/ 5	
interim search	*42 hits per week by C & D*			
cataloging search		C/ 20	C,D/ 43	D / 8
editing			A-D/ 51	
original input		A/3	E,F/ 35	D / 5
revision			D / 10	
actual card production			A,D/not provided	A,B,C/15, 20,4
ILL	C / 25	C / 1	C,D/ 1	
other		A / 1	A,C/ 3	

II - OPERATIONS, SECTION VIII - TERMINAL TIME ALLOCATION, p. 35

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
A. What level staff is used for which terminal function? How many hours are allotted to each activity over average week?				
pre-order search	C,D/ 6	C,D/10,5	C,F/ 5	B,E/13,2
interim search				
cataloging search	C / 25		D,A/ 15 each	B,A/3,1½
editing	E,F/ 25	D / 17		B / 7
original input	E,F/ 3	D / 2		A / 9
revision	D/13	A / 6		
actual card production				B / 10
ILL	C / ¼	/ 0	A / ½	B/very rare
other				F,A/6 each

A. What level staff is used for which terminal function? How many hours are allotted to each activity over average week?	CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
pre-order search		C,D/ 48	C,E/ -	D / 5
interim search				F / 10
cataloging search	C,F,A/ 7,1,2	C*,A/57½, 2	E,C/ -	F / 10
editing	C,A/19,6	C,A/ 3	E,C/ -	
original input	F / 4	C / 20	E,C/ -	E,F/ 62½
revision	A / 3	A / 1		
actual card production	C,A/4,1	A,C/ 1	E,C/ -	C / 15
ILL	C / 5	A / 2	E / -	D / 2½
other				

**includes editing and card production*

II - OPERATIONS, SECTION VIII - TERMINAL TIME ALLOCATION, p. 35

A. What level staff is used for which terminal function? How many hours are allotted to each activity over average week?	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
pre-order search	A,C,E,F/6			
interim search	n.a.			
cataloging search	B,D work together/ 15* est.	A,C/ 3	E,F/ 12	D,E,F/n.a.
editing	B,D ≠		E,F/ 6	D,E,F,A/ n.a.
original input	D /2-3/4	F /3 or 4	E,F/ 22	D /n.a.
revision	n.a.	A / 2	A / 12	A,D/n.a.
actual card production	D ≠	A,C/ 25	A,F/ 5	A,D/n.a.
ILL	A / <1	C / 1½	E,F/ 1	A /n.a.
other	A,B,E/<1	A / 1		

**includes time used in edit & card production*

≠ done as combined operation

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
A. What level staff is used for which terminal function? How many hours are allotted to each activity over average week?	A 10* A 10-15≠ A 10* C 5* F 10-15/			
pre-order search				
interim search				C / 1
cataloging search	*SEE ABOVE*	A,C/	C,B/ 6¼	C / 7
editing		A,C/	C,B/ 30	C / 3
original input	*not yet established*	A /		C,D/ 37
revision		A,C/	A / 7½	C / 1
actual card production		A,C/	A /3-3/4	
ILL	*not yet established*			
other	**includes edit and actual card production; ≠includes edit, revision and actual card production; /includes only search and edit*	A,C/*original input from workform*		

II - OPERATIONS, SECTION VIII - TERMINAL TIME ALLOCATION, p. 35

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
A. What level staff is used for which terminal function? How many hours are allotted to each activity over average week?				
pre-order search			none	not applicable, headings were changed on form
interim search			none	
cataloging search	C / 4	C,A/10,6	D,A/36,4	
editing	C / 4	C,D/ 8,6	90% and 10%	
original input	C / 4	C,C/10,2		
revision	C / 4	C,D/ 5,2		
actual card production	C / 4	C,D/ 2,1		
ILL	C / ½			
other				

II - OPERATIONS, SECTION VIII - TERMINAL TIME ALLOCATION, p. 35

	MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
A. What level staff is used for which terminal function? How many hours are allotted to each activity over average week?				
pre-order search	A / 3	A≠,C,E/ 3,½,6¼		
interim search	A / 1	E,F/2½,3	E,F/ 20	
cataloging search	A,B,C,D/ 10	A / 5½	A,C&D/20, 30	A,F/
editing		A* / 10¼	A,C,D/	A,F/
original input	A,B,C,D/ 10	F* / 3	A,C,D/	A /
revision	A,B/ 1			A /
actual card production	A,B,C,D/ 15	E,F/2½,3	A,C,D/	A /
ILL	A,B,C,D/1	E / 1	C /	A /
other		A / 1 *≠gifts and documents in hand; *also means actual card production*		

II - OPERATIONS, SECTION VIII - TERMINAL TIME ALLOCATION, p. 35

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
A. What level staff is used for which terminal function? How many hours are allotted to each activity over average week?	*2 terminals at 34 hours per week*			
pre-order search	A,C,F/22		*not done*	
interim search	A,C,F/ 1		*not done*	
cataloging search	A,C,F/34	A,B,D/	A,C,E,F/*	A,C/1,1
editing	A / 8	A,B,D/	A,C,E,F/*	A,C,F/ 1,1,1
original input	C / 20	A,B,D/	A,C,E/ 4	C,F/2,3
revision	A / 6	A /	A / 2	A / 1
actual card production		A,B,D/	A,C,E,F/*	A,C,F/3, 9,15
ILL	A,C/ 3		C / 2	A / 1
other			**unable to determine the time per function, but 51 hours total/week for catalog search, editing, and card production*	

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
A. What level staff is used for which terminal function? How many hours are allotted to each activity over average week?				
pre-order search		E,F/15,5	F /	A / 6
interim search				?
cataloging search	6 / 20	A,C,E,F/ 2,13,20,69	A,F/	D / 20
editing			A,F/	D / 5
original input		F / 25	A,F/	E,F/ 36
revision	1/8		A,F/	A,B,F/10
actual card production			A,F/	D,E,F/*
ILL		A / 2		E / 4
other		A,C/3,5		*card production is done as part of cataloging search or original input

II - OPERATIONS, SECTION VIII - TERMINAL TIME ALLOCATION, p. 35

	STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
A. What level staff is used for which terminal function? How many hours are allotted to each activity over average week?				
pre-order search		A,B,C/11	A / 1	F /
interim search			C / 3	
cataloging search	D*; D/12	*	C / 25	D /
editing	B*; A/	E / 7	A,C/5,5	D /
original input	B* /	B / 1	F / 4	D /
revision	B*; A/15**		A / 3	A /
actual card production	B*; A/15**	*	C,A/ 2½	D /
ILL			C / 1	A /
other	**childrens* ***combined operation and time*	**catalog search plus editing and card production A,C/ 43*		

II - OPERATIONS, SECTION VIII - TERMINAL TIME ALLOCATION, p. 35

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
A. What level staff is used for which terminal function? How many hours are allotted to each activity over average week?	11 hours open time for anyone who needs it	total = 39 hours		
pre-order search		C / 8	C / 5	C / 5
interim search				
cataloging search	D / 13	C,F*/2,1	A / 20	A,C,D/*
editing	C / 24*	C,A/5,7	C / 25	A,C,D/*
original input	F / 15	F / 7½	F / 5	A / *
revision	D / 2	A / 2½	A / 5	A / *
actual card production		C,A,F/2½, 3,1	D,A/ 30	A,C/ *
ILL			C / 2½	A,C/ 2½
other	*includes card production	*C = searched by order F = clerical who searches for copy; more is searched before original input and actual card production--not counted here in catalog search		*each catalog staff member performs more than 1 function; no specific time is allotted for editing, original input, revision, production

II - OPERATIONS, SECTION VIII - TERMINAL TIME ALLOCATION, p. 35

	W.P.I.	WORCESTER STATE	YALE UNIV.
A. What level staff is used for which terminal function? How many hours are allotted to each activity over average week?	no information	p. 35 missing	
pre-order search			C,D/
interim search			C,D/
cataloging search			C,D/
editing			C,D/ ?
original input			
revision			A,C/ 30
actual card production			
ILL			C,D/ ?
other			

THIS PAGE LEFT BLANK INTENTIONALLY

II - OPERATIONS, SECTION VIII - TERMINAL TIME ALLOCATION, pp. 35 & 36

		AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
B.	Is terminal access time within the cataloging department allocated on a regularly scheduled basis?	yes	yes	yes	yes
C.	How is terminal time allotted to other departments in main library?	17 - predetermined schedule 3 - at their request 11 - combination 2 - not provided			
D.	How many hours at one sitting are staff usually scheduled at terminal?	Ranges from 1-5 hours from answers of institutions responding, with an average of 2 hours.			
E.	Is the terminal used other than during department's normal duty hours?	yes	yes	yes	yes
1.	Has it necessitated changes in staff schedules to accommodate system hours?	yes	no	yes	yes
2.	Is such "off-hour" time rotated among staff?	no	no	no	yes
3.	Is scheduling "off-hour" terminal access time assigned or volunteer?	volunteer	volunteer	volunteer	volunteer

II - OPERATIONS, SECTION VIII - TERMINAL TIME ALLOCATION, pp. 35 & 36

<table>
<tr><th></th><th></th><th>BROWN UNIV.</th><th>CLARK UNIV.</th><th>COLBY COLLEGE</th><th>CONN. COLLEGE</th></tr>
<tr><td>B.</td><td>Is terminal access time within the cataloging department allocated on a regularly scheduled basis?</td><td>yes</td><td>no</td><td>yes</td><td>yes-<i>with flexibility</i></td></tr>
<tr><td>C.</td><td>How is terminal time allotted to other departments in main library?</td><td colspan="4">17 - predetermined schedule
3 - at their request
11 - combination
2 - not provided</td></tr>
<tr><td>D.</td><td>How many hours at one sitting are staff usually scheduled at terminal?</td><td colspan="4">Ranges from 1-5 hours from answers of institutions responding, with an average of 2 hours.</td></tr>
<tr><td>E.</td><td>Is the terminal used other than during department's normal duty hours?</td><td>no</td><td>no</td><td>no</td><td>yes</td></tr>
<tr><td></td><td>1. Has it necessitated changes in staff schedules to accommodate system hours?</td><td></td><td></td><td></td><td>no</td></tr>
<tr><td></td><td>2. Is such "off-hour" time rotated among staff?</td><td></td><td></td><td></td><td>no</td></tr>
<tr><td></td><td>3. Is scheduling "off-hour" terminal access time assigned or volunteer?</td><td></td><td></td><td></td><td>both</td></tr>
</table>

II - OPERATIONS, SECTION VIII - TERMINAL TIME ALLOCATION, pp. 35 & 36

		CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
B.	Is terminal access time within the cataloging department allocated on a regularly scheduled basis?	yes	yes	yes	yes
C.	How is terminal time allotted to other departments in main library?	17 - predetermined schedule 3 - at their request 11 - combination 2 - not provided			
D.	How many hours at one sitting are staff usually scheduled at terminal?	Ranges from 1-5 hours from answers of institutions responding, with an average of 2 hours.			
E.	Is the terminal used other than during department's normal duty hours?	yes	yes	yes	no
	1. Has it necessitated changes in staff schedules to accommodate system hours?	yes	no	no	
	2. Is such "off-hour" time rotated among staff?	yes	no	no	
	3. Is scheduling "off-hour" terminal access time assigned or volunteer?	volunteer	volunteer *with approval*	volunteer	

II - OPERATIONS, SECTION VIII - TERMINAL TIME ALLOCATION, pp. 35 & 36

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
B. Is terminal access time within the cataloging department allocated on a regularly scheduled basis?	no	yes	yes	no
C. How is terminal time allotted to other departments in main library?	17 - predetermined schedule 3 - at their request 11 - combination 2 - not provided			
D. How many hours at one sitting are staff usually scheduled at terminal?	Ranges from 1-5 hours from answers of institutions responding, with an average of 2 hours.			
E. Is the terminal used other than during department's normal duty hours?	yes	yes	yes	yes
1. Has it necessitated changes in staff schedules to accommodate system hours?	no	no	yes	no
2. Is such "off-hour" time rotated among staff?	not provided	no	no	no
3. Is scheduling "off-hour" terminal access time assigned or volunteer?	not provided	volunteer	volunteer	volunteer

II - OPERATIONS, SECTION VIII - TERMINAL TIME ALLOCATION, pp. 35 & 36

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
B. Is terminal access time within the cataloging department allocated on a regularly scheduled basis?	yes	no	yes	yes
C. How is terminal time allotted to other departments in main library?	17 - predetermined schedule 3 - at their request 11 - combination 2 - not provided			
D. How many hours at one sitting are staff usually scheduled at terminal?	Ranges from 1-5 hours from answers of institutions responding, with an average of 2 hours.			
E. Is the terminal used other than during department's normal duty hours?	yes	yes	yes	yes
1. Has it necessitated changes in staff schedules to accommodate system hours?	no	yes	yes	yes
2. Is such "off-hour" time rotated among staff?	no	yes	no	yes
3. Is scheduling "off-hour" terminal access time assigned or volunteer?	volunteer	volunteer	volunteer	assigned

II - OPERATIONS, SECTION VIII - TERMINAL TIME ALLOCATION, pp. 35 & 36

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
B. Is terminal access time within the cataloging department allocated on a regularly scheduled basis?	no	yes	yes	yes
C. How is terminal time allotted to other departments in main library?	17 - predetermined schedule 3 - at their request 11 - combination 2 - not provided			
D. How many hours at one sitting are staff usually scheduled at terminal?	Ranges from 1-5 hours from answers of institutions responding, with an average of 2 hours.			
E. Is the terminal used other than during department's normal duty hours?	no	yes	yes	yes
1. Has it necessitated changes in staff schedules to accommodate system hours?		yes	no	yes
2. Is such "off-hour" time rotated among staff?		no	no	yes
3. Is scheduling "off-hour" terminal access time assigned or volunteer?		volunteer	volunteer	volunteer

II - OPERATIONS, SECTION VIII - TERMINAL TIME ALLOCATION, pp. 35 & 36

		MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
B.	Is terminal access time within the cataloging department allocated on a regularly scheduled basis?	yes	yes	yes	no
C.	How is terminal time allotted to other departments in main library?	17 - predetermined schedule 3 - at their request 11 - combination 2 - not provided			
D.	How many hours at one sitting are staff usually scheduled at terminal?	Ranges from 1-5 hours from answers of institutions responding, with an average of 2 hours.			
E.	Is the terminal used other than during department's normal duty hours?	yes	yes	no	no
1.	Has it necessitated changes in staff schedules to accommodate system hours?	no	no		
2.	Is such "off-hour" time rotated among staff?	no	no		
3.	Is scheduling "off-hour" terminal access time assigned or volunteer?	volunteer	volunteer		

II - OPERATIONS, SECTION VIII - TERMINAL TIME ALLOCATION, pp. 35 & 36

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
B. Is terminal access time within the cataloging department allocated on a regularly scheduled basis?	yes	yes	yes	yes
C. How is terminal time allotted to other departments in main library?	17 - predetermined schedule 3 - at their request 11 - combination 2 - not provided			
D. How many hours at one sitting are staff usually scheduled at terminal?	Ranges from 1-5 hours from answers of institutions responding, with an average of 2 hours.			
E. Is the terminal used other than during department's normal duty hours?	yes	yes	yes	yes
1. Has it necessitated changes in staff schedules to accommodate system hours?	yes	yes	yes	yes
2. Is such "off-hour" time rotated among staff?	no	no	no	no
3. Is scheduling "off-hour" terminal access time assigned or volunteer?	volunteer	volunteer	volunteer	volunteer

II - OPERATIONS, SECTION VIII - TERMINAL TIME ALLOCATION, pp. 35 & 36

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
B. Is terminal access time within the cataloging department allocated on a regularly scheduled basis?	no	yes	no	yes
C. How is terminal time allotted to other departments in main library?	17 - predetermined schedule 3 - at their request 11 - combination 2 - not provided			
D. How many hours at one sitting are staff usually scheduled at terminal?	Ranges from 1-5 hours from answers of institutions responding, with an average of 2 hours.			
E. Is the terminal used other than during department's normal duty hours?	no	yes	yes	yes
1. Has it necessitated changes in staff schedules to accommodate system hours?		yes	no	no
2. Is such "off-hour" time rotated among staff?		no	no	no
3. Is scheduling "off-hour" terminal access time assigned or volunteer?		assigned	volunteer	volunteer

II - OPERATIONS, SECTION VIII - TERMINAL TIME ALLOCATION, pp. 35 & 36

		STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
B.	Is terminal access time within the cataloging department allocated on a regularly scheduled basis?	yes	yes	yes	no
C.	How is terminal time allotted to other departments in main library?	17 - predetermined schedule 3 - at their request 11 - combination 2 - not provided			
D.	How many hours at one sitting are staff usually scheduled at terminal?	Ranges from 1-5 hours from answers of institutions responding, with an average of 2 hours.			
E.	Is the terminal used other than during department's normal duty hours?	no	yes	yes	no
1.	Has it necessitated changes in staff schedules to accommodate system hours?		yes	no	
2.	Is such "off-hour" time rotated among staff?		yes	no	
3.	Is scheduling "off-hour" terminal access time assigned or volunteer?		assigned	volunteer	

II - OPERATIONS, SECTION VIII - TERMINAL TIME ALLOCATION, pp. 35 & 36

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
B. Is terminal access time within the cataloging department allocated on a regularly scheduled basis?	yes	yes	yes	yes
C. How is terminal time allotted to other departments in main library?	17 - predetermined schedule 3 - at their request 11 - combination 2 - not provided			
D. How many hours at one sitting are staff usually scheduled at terminal?	Ranges from 1-5 hours from answers of institutions responding, with an average of 2 hours.			
E. Is the terminal used other than during department's normal duty hours?	yes	no	yes	yes
1. Has it necessitated changes in staff schedules to accommodate system hours?	yes		no *not yet*	no
2. Is such "off-hour" time rotated among staff?	no		no	yes
3. Is scheduling "off-hour" terminal access time assigned or volunteer?	volunteer		volunteer	volunteer

II - OPERATIONS, SECTION VIII - TERMINAL TIME ALLOCATION, pp. 35 & 36

	W.P.I.	WORCESTER STATE	YALE UNIV.
B. Is terminal access time within the cataloging department allocated on a regularly scheduled basis?	yes	answer sheet missing	no
C. How is terminal time allotted to other departments in main library?	17 - predetermined schedule 3 - at their request 11 - combination 2 - not provided		
D. How many hours at one sitting are staff usually scheduled at terminal?	Ranges from 1-5 hours from answers of institutions responding, with an average of 2 hours.		
E. Is the terminal used other than during department's normal duty hours?	no	no	no
1. Has it necessitated changes in staff schedules to accommodate system hours?			
2. Is such "off-hour" time rotated among staff?			
3. Is scheduling "off-hour" terminal access time assigned or volunteer?			volunteer

THIS PAGE LEFT BLANK INTENTIONALLY

II

Sect. IX

p. 36

II - OPERATIONS, SECTION IX - ALTERNATE METHODS OF CARD PRODUCTION, p. 36

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
A. Is an alternate method of card production maintained for items not processed through the system?	37 of the 43 institutions responding to this query answered yes.			
B. Is this system used to process items ordinarily processed through the system when the system is down?	32 of the 37 institutions responding to this query answered no.			

PART II - OPERATIONS, SECTION X - INTERLIBRARY LOAN USE, p. 37

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
A. Is terminal used for ILL?	yes	yes	yes	no
1. Are all ILL requests searched through the terminal?	no	no	yes	
If no, are certain categories always searched through the terminal?	no	no		
Which				
2. For what purpose is the terminal used in this process and how often?	By a large margin, the terminal was used to verify citations and/or to obtain holdings.			
a) What percent of requests searched through the terminal is successful?				
verify citations	75%	75%	75%	
check own holdings				
determine location within institution				
obtain others holdings	75%	75%	50%	

II - OPERATIONS, SECTION IX - ALTERNATE METHODS OF CARD PRODUCTION, p. 36

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
A. Is an alternate method of card production maintained for items not processed through the system?	37 of the 43 institutions responding to this query answered yes.			
B. Is this system used to process items ordinarily processed through the system when the system is down?	32 of the 37 institutions responding to this query answered no.			

PART II - OPERATIONS, SECTION X - INTERLIBRARY LOAN USE, p. 37

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
A. Is terminal used for ILL?	yes	not yet	yes	yes
1. Are all ILL requests searched through the terminal?	no		no	no
If no, are certain categories always searched through the terminal?	yes		yes	yes
Which.	*1968 and later with no circulating locations in printed NUC*		*those not located in state of Maine by teletype*	*items not verified through normal procedures*
2. For what purpose is the terminal used in this process and how often?	By a large margin, the terminal was used to verify citations and/or to obtain holdings.			
a) What percent of requests searched through the terminal is successful?				
verify citations	>75%		>75%	>75%
check own holdings				
determine location within institution				
obtain others holdings	>75%		>75%	>75%

II - OPERATIONS, SECTION IX - ALTERNATE METHODS OF CARD PRODUCTION, p. 36

	CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
A. Is an alternate method of card production maintained for items not processed through the system?	37 of the 43 institutions responding to this query answered yes.			
B. Is this system used to process items ordinarily processed through the system when the system is down?	32 of the 37 institutions responding to this query answered no.			

PART II - OPERATIONS, SECTION X - INTERLIBRARY LOAN USE, p. 37

	CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
A. Is terminal used for ILL?	yes	yes	yes	yes
1. Are all ILL requests searched through the terminal?	no	no	no	no
If no, are certain categories always searched through the terminal?	no	yes	no	yes
Which		*recent books*		*new titles*
2. For what purpose is the terminal used in this process and how often?	By a large margin, the terminal was used to verify citations and/or to obtain holdings.			
a) What percent of requests searched through the terminal is successful?		*no statistics available*		*not used enough to answer*
verify citations	<25%		>75%	
check own holdings				
determine location within institution				
obtain others holdings	75%		75%	

II - OPERATIONS, SECTION IX - ALTERNATE METHODS OF CARD PRODUCTION, p. 36

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
A. Is an alternate method of card production maintained for items not processed through the system?	37 of the 43 institutions responding to this query answered yes.			
B. Is this system used to process items ordinarily processed through the system when the system is down?	32 of the 37 institutions responding to this query answered no.			

PART II - OPERATIONS, SECTION X - INTERLIBRARY LOAN USE, p. 37

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
A. Is terminal used for ILL?	yes	yes	yes	yes
1. Are all ILL requests searched through the terminal?	no	no	yes	no
If no, are certain categories always searched through the terminal?	yes	yes		yes
Which	*English language monographs*	*if no date available; if not available locally*		*all monographs; no serials*
2. For what purpose is the terminal used in this process and how often?	By a large margin, the terminal was used to verify citations and/or to obtain holdings.			
a) What percent of requests searched through the terminal is successful?				
verify citations	75%	>75%	75%	>75%
check own holdings				<25%
determine location within institution				<25%
obtain others holdings	75%	>75%	75%	>75%

II - OPERATIONS, SECTION IX - ALTERNATE METHODS OF CARD PRODUCTION, p. 36

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
A. Is an alternate method of card production maintained for items not processed through the system?	37 of the 43 institutions responding to this query answered yes.			
B. Is this system used to process items ordinarily processed through the system when the system is down?	32 of the 37 institutions responding to this query answered no.			

PART II - OPERATIONS, SECTION X - INTERLIBRARY LOAN USE, p. 37

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
A. Is terminal used for ILL?	not yet established	no	no	no
1. Are all ILL requests searched through the terminal?				
If no, are certain categories always searched through the terminal?				
Which				
2. For what purpose is the terminal used in this process and how often?	By a large margin, the terminal was used to verify citations and/or to obtain holdings.			
a) What percent of requests searched through the terminal is successful?				
verify citations				
check own holdings				
determine location within institution				
obtain others holdings				

II - OPERATIONS, SECTION IX - ALTERNATE METHODS OF CARD PRODUCTION, p. 36

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
A. Is an alternate method of card production maintained for items not processed through the system?	37 of the 43 institutions responding to this query answered yes.			
B. Is this system used to process items ordinarily processed through the system when the system is down?	32 of the 37 institutions responding to this query answered no.			

PART II - OPERATIONS, SECTION X - INTERLIBRARY LOAN USE, p. 37

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
A. Is terminal used for ILL?	yes	yes	yes	yes
1. Are all ILL requests searched through the terminal?	no	no	no	no
If no, are certain categories always searched through the terminal?	yes	yes	no	yes
Which	*monographs, no serials*	*out of state items*		*current monographs*
2. For what purpose is the terminal used in this process and how often?	By a large margin, the terminal was used to verify citations and/or to obtain holdings.			
a) What percent of requests searched through the terminal is successful?				
verify citations			>75%	75%
check own holdings				
determine location within institution				
obtain others holdings	>75%	>75%	>75%	

II - OPERATIONS, SECTION IX - ALTERNATE METHODS OF CARD PRODUCTION, p. 36

	MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
A. Is an alternate method of card production maintained for items not processed through the system?	37 of the 43 institutions responding to this query answered yes.			
B. Is this system used to process items ordinarily processed through the system when the system is down?	32 of the 37 institutions responding to this query answered no.			

PART II - OPERATIONS, SECTION X - INTERLIBRARY LOAN USE, p. 37

	MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
A. Is terminal used for ILL?	yes	yes	yes	yes
1. Are all ILL requests searched through the terminal?	yes	no	yes	no
If no, are certain categories always searched through the terminal?		yes		yes
Which		*if not available locally; if not in NUC*		*all monographs*
2. For what purpose is the terminal used in this process and how often?	By a large margin, the terminal was used to verify citations and/or to obtain holdings.			
a) What percent of requests searched through the terminal is successful?				
verify citations	50%	50%	50%	>75%
check own holdings				
determine location within institution				
obtain others holdings	50%	50%	50%	>75%

II - OPERATIONS, SECTION IX - ALTERNATE METHODS OF CARD PRODUCTION, p. 36

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
A. Is an alternate method of card production maintained for items not processed through the system?	37 of the 43 institutions responding to this query answered yes.			
B. Is this system used to process items ordinarily processed through the system when the system is down?	32 of the 37 institutions responding to this query answered no.			

PART II - OPERATIONS, SECTION X - INTERLIBRARY LOAN USE, p. 37

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
A. Is terminal used for ILL?	yes	yes	yes	yes
1. Are all ILL requests searched through the terminal?	no	no	no	no
If no, are certain categories always searched through the terminal?	yes	no	no	yes
Which	*1973-74 material*			
2. For what purpose is the terminal used in this process and how often?	By a large margin, the terminal was used to verify citations and/or to obtain holdings.			
a) What percent of requests searched through the terminal is successful?			*not yet available*	
verify citations	75%	50%		50%
check own holdings				
determine location within institution				
obtain others holdings	>75%	>75%		50%

II - OPERATIONS, SECTION IX - ALTERNATE METHODS OF CARD PRODUCTION, p. 36

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
A. Is an alternate method of card production maintained for items not processed through the system?	37 of the 43 institutions responding to this query answered yes.			
B. Is this system used to process items ordinarily processed through the system when the system is down?	32 of the 37 institutions responding to this query answered no.			

PART II - OPERATIONS, SECTION X - INTERLIBRARY LOAN USE, p. 37

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
A. Is terminal used for ILL?	no	yes	no	yes
1. Are all ILL requests searched through the terminal?		no		no
If no, are certain categories always searched through the terminal?		yes		yes
Which		*imprints of 1960's; new imprints*		*recent titles*
2. For what purpose is the terminal used in this process and how often?	By a large margin, the terminal was used to verify citations and/or to obtain holdings.			
a) What percent of requests searched through the terminal is successful?				
verify citations		>75%		75%
check own holdings				
determine location within institution				
obtain others holdings		75%		75%

II - OPERATIONS, SECTION IX - ALTERNATE METHODS OF CARD PRODUCTION, p. 36

	STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
A. Is an alternate method of card production maintained for items not processed through the system?	37 of the 43 institutions responding to this query answered yes.			
B. Is this system used to process items ordinarily processed through the system when the system is down?	32 of the 37 institutions responding to this query answered no.			

PART II - OPERATIONS, SECTION X - INTERLIBRARY LOAN USE, p. 37

	STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
A. Is terminal used for ILL?	yes	no	yes	yes
1. Are all ILL requests searched through the terminal?	no		no	no
If no, are certain categories always searched through the terminal?	no		no	no
Which				
2. For what purpose is the terminal used in this process and how often?	By a large margin, the terminal was used to verify citations and/or to obtain holdings.			
a) What percent of requests searched through the terminal is successful?				
verify citations	>75%			75%
check own holdings				
determine location within institution				
obtain others holdings	95%		>50%	75%

II - OPERATIONS, SECTION IX - ALTERNATE METHODS OF CARD PRODUCTION, p. 36

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
A. Is an alternate method of card production maintained for items not processed through the system?	37 of the 43 institutions responding to this query answered yes.			
B. Is this system used to process items ordinarily processed through the system when the system is down?	32 of the 37 institutions responding to this query answered no.			

PART II - OPERATIONS, SECTION X - INTERLIBRARY LOAN USE, p. 37

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
A. Is terminal used for ILL?	yes	yes	yes	yes
1. Are all ILL requests searched through the terminal?	no	no	no	no
If no, are certain categories always searched through the terminal?	yes	yes	yes	yes
Which		*if not located in NUC or in local libraries*	*recent titles; titles not found in NUC*	*recent titles*
2. For what purpose is the terminal used in this process and how often?	By a large margin, the terminal was used to verify citations and/or to obtain holdings.			
a) What percent of requests searched through the terminal is successful?		not provided		
verify citations	>75%		>75%	>75%
check own holdings				
determine location within institution				
obtain others holdings	>75%		>75%	>75%

PART II - OPERATIONS, SECTION IX - ALTERNATE METHODS OF CARD PRODUCTION, p. 36

	W.P.I.	WORCESTER STATE	YALE UNIV.
A. Is an alternate method of card production maintained for items not processed through the system?	37 of the 43 institutions responding to this query answered yes.		
B. Is this system used to process items ordinarily processed through the system when the system is down?	32 of the 37 institutions responding to this query answered no.		

PART II - OPERATIONS, SECTION X - INTERLIBRARY LOAN USE, p. 37

	W.P.I.	WORCESTER STATE	YALE UNIV.
A. Is terminal used for ILL?	yes	yes	yes
1. Are all ILL requests searched through the terminal?	no	no	no
If no, are certain categories always searched through the terminal?	no	no	no
Which			
2. For what purpose is the terminal used in this process and how often?	By a large margin, the terminal was used to verify citations and/or to obtain holdings.		
a) What percent of requests searched through the terminal is successful?		not provided	
verify citations	>75%		>75%
check own holdings			
determine location within institution			
obtain others holdings	>75%		>75%

THIS PAGE LEFT BLANK INTENTIONALLY

II

Sects. X, X

pp. 37–39

II - OPERATIONS, SECTION X - INTERLIBRARY LOAN USE, pp. 37 & 38

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
A. Is terminal used for ILL?				
3. At what point in ILL is terminal ordinarily used?				
before any other tool			X	
only if search in tools regularly consulted fails				
somewhere in-between	X	X		
4. What impact, if any, has access to OCLC's on-line union catalog had on traditional ILL patterns?	Two answers most often given were faster turn-around time for requests and an increase in the number of requests. Also mentioned was the decrease in dependence on one or two larger institutions.			

PART II - OPERATIONS, SECTION XI - DOWN TIME, p. 39

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
A. Have formalized alternatives for utilization of terminal operator been devised for times when terminal, or system, is down?	no	no	yes	no
1. Describe	No significant pattern emerged; all routine cataloging activities were mentioned.			

II - OPERATIONS, SECTION X - INTERLIBRARY LOAN USE, pp. 37 & 38

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
A. Is terminal used for ILL?				
3. At what point in ILL is terminal ordinarily used?				
before any other tool				
only if search in tools regularly consulted fails	X		X	X
somewhere in-between				
4. What impact, if any, has access to OCLC's on-line union catalog had on traditional ILL patterns?	Two answers most often given were faster turn-around time for requests and an increase in the number of requests. Also mentioned was the decrease in dependence on one or two larger institutions.			

PART II - OPERATIONS, SECTION XI - DOWN TIME, p. 39

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
A. Have formalized alternatives for utilization of terminal operator been devised for times when terminal, or system, is down?	yes	no	no	yes
1. Describe	No significant pattern emerged; all routine cataloging activities were mentioned.			

II - OPERATIONS, SECTION X - INTERLIBRARY LOAN USE, pp. 37 & 38

	CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
A. Is terminal used for ILL?				
3. At what point in ILL is terminal ordinarily used?				
before any other tool				
only if search in tools regularly consulted fails	X			
somewhere in-between		X	X	X
4. What impact, if any, has access to OCLC's on-line union catalog had on traditional ILL patterns?	Two answers most often given were faster turn-around time for requests and an increase in the number of requests. Also mentioned was the decrease in dependence on one or two larger institutions.			

PART II - OPERATIONS, SECTION XI - DOWN TIME, p. 39

	CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
A. Have formalized alternatives for utilization of terminal operator been devised for times when terminal, or system, is down?	no	yes	yes	no
1. Describe	No significant pattern emerged; all routine cataloging activities were mentioned.			

II - OPERATIONS, SECTION X - INTERLIBRARY LOAN USE, pp. 37 & 38

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
A. Is terminal used for ILL?				
3. At what point in ILL is terminal ordinarily used?				
before any other tool	X		X	
only if search in tools regularly consulted fails		X		
somewhere in-between				X
4. What impact, if any, has access to OCLC's on-line union catalog had on traditional ILL patterns?	Two answers most often given were faster turn-around time for requests and an increase in the number of requests. Also mentioned was the decrease in dependence on one or two larger institutions.			

PART II - OPERATIONS, SECTION XI - DOWN TIME, p. 39

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
A. Have formalized alternatives for utilization of terminal operator been devised for times when terminal, or system, is down?	yes	yes	yes	no
1. Describe	No significant pattern emerged; all routine cataloging activities were mentioned.			

II - OPERATIONS, SECTION X - INTERLIBRARY LOAN USE, pp. 37 & 38

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
A. Is terminal used for ILL?				
3. At what point in ILL is terminal ordinarily used?				
before any other tool				
only if search in tools regularly consulted fails		X		
somewhere in-between				
4. What impact, if any, has access to OCLC's on-line union catalog had on traditional ILL patterns?	Two answers most often given were faster turn-around time for requests and an increase in the number of requests. Also mentioned was the decrease in dependence on one or two larger institutions.			

PART II - OPERATIONS, SECTION XI - DOWN TIME, p. 39

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
A. Have formalized alternatives for utilization of terminal operator been devised for times when terminal, or system, is down?	yes	yes	yes	yes
1. Describe	No significant pattern emerged; all routine cataloging activities were mentioned.			

II - OPERATIONS, SECTION X - INTERLIBRARY LOAN USE, pp. 37 & 38

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
A. Is terminal used for ILL?				
3. At what point in ILL is terminal ordinarily used?				
before any other tool	X			
only if search in tools regularly consulted fails		X		
somewhere in-between			X	X
4. What impact, if any, has access to OCLC's on-line union catalog had on traditional ILL patterns?	Two answers most often given were faster turn-around time for requests and an increase in the number of requests. Also mentioned was the decrease in dependence on one or two larger institutions.			

PART II - OPERATIONS, SECTION XI - DOWN TIME, p. 39

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
A. Have formalized alternatives for utilization of terminal operator been devised for times when terminal, or system, is down?	no	yes	yes	yes
1. Describe	No significant pattern emerged; all routine cataloging activities were mentioned.			

II - OPERATIONS, SECTION X - INTERLIBRARY LOAN USE, pp. 37 & 38

	MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
A. Is terminal used for ILL?				
3. At what point in ILL is terminal ordinarily used?				
before any other tool	X		X	X
only if search in tools regularly consulted fails		X		
somewhere in-between				
4. What impact, if any, has access to OCLC's on-line union catalog had on traditional ILL patterns?	Two answers most often given were faster turn-around time for requests and an increase in the number of requests. Also mentioned was the decrease in dependence on one or two larger institutions.			

PART II - OPERATIONS, SECTION XI - DOWN TIME, p. 39

	MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
A. Have formalized alternatives for utilization of terminal operator been devised for times when terminal, or system, is down?	no	no	no	no
1. Describe	No significant pattern emerged; all routine cataloging activities were mentioned.			

II - OPERATIONS, SECTION X - INTERLIBRARY LOAN USE, pp. 37 & 38

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
A. Is terminal used for ILL?				
3. At what point in ILL is terminal ordinarily used?				
before any other tool				
only if search in tools regularly consulted fails		X	X	
somewhere in-between	X			X
4. What impact, if any, has access to OCLC's on-line union catalog had on traditional ILL patterns?	Two answers most often given were faster turn-around time for requests and an increase in the number of requests. Also mentioned was the decrease in dependence on one or two larger institutions.			

PART II - OPERATIONS, SECTION XI - DOWN TIME, p. 39

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
A. Have formalized alternatives for utilization of terminal operator been devised for times when terminal, or system, is down?	yes	yes	yes	no
1. Describe	No significant pattern emerged; all routine cataloging activities were mentioned.			

II - OPERATIONS, SECTION X - INTERLIBRARY LOAN USE, pp. 37 & 38

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
A. Is terminal used for ILL?				
3. At what point in ILL is terminal ordinarily used?				
before any other tool				
only if search in tools regularly consulted fails				X
somewhere in-between		X		
4. What impact, if any, has access to OCLC's on-line union catalog had on traditional ILL patterns?	Two answers most often given were faster turn-around time for requests and an increase in the number of requests. Also mentioned was the decrease in dependence on one or two larger institutions.			

PART II - OPERATIONS, SECTION XI - DOWN TIME, p. 39

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
A. Have formalized alternatives for utilization of terminal operator been devised for times when terminal, or system, is down?	no	yes	no	no
1. Describe	No significant pattern emerged; all routine cataloging activities were mentioned.			

II - OPERATIONS, SECTION X - INTERLIBRARY LOAN USE, pp. 37 & 38

	STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
A. Is terminal used for ILL?				
3. At what point in ILL is terminal ordinarily used?				
before any other tool				
only if search in tools regularly consulted fails	X			X
somewhere in-between			X	
4. What impact, if any, has access to OCLC's on-line union catalog had on traditional ILL patterns?	Two answers most often given were faster turn-around time for requests and an increase in the number of requests. Also mentioned was the decrease in dependence on one or two larger institutions.			

PART II - OPERATIONS, SECTION XI - DOWN TIME, p. 39

	STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
A. Have formalized alternatives for utilization of terminal operator been devised for times when terminal, or system, is down?	yes	no	yes	no
1. Describe	No significant pattern emerged; all routine cataloging activities were mentioned.			

II - OPERATIONS, SECTION X - INTERLIBRARY LOAN USE, pp. 37 & 38

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
A. Is terminal used for ILL?				
3. At what point in ILL is terminal ordinarily used?				
before any other tool			X	
only if search in tools regularly consulted fails	X	X		
somewhere in-between				X
4. What impact, if any, has access to OCLC's on-line union catalog had on traditional ILL patterns?	Two answers most often given were faster turn-around time for requests and an increase in the number of requests. Also mentioned was the decrease in dependence on one or two larger institutions.			

PART II - OPERATIONS, SECTION XI - DOWN TIME, p. 39

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
A. Have formalized alternatives for utilization of terminal operator been devised for times when terminal, or system, is down?	no	no	no	no
1. Describe	No significant pattern emerged; all routine cataloging activities were mentioned.			

II - OPERATIONS, SECTION X - INTERLIBRARY LOAN USE, pp. 37 & 38

	W.P.I.	WORCESTER STATE	YALE UNIV.
A. Is terminal used for ILL?			
3. At what point in ILL is terminal ordinarily used?			
before any other tool			
only if search in tools regularly consulted fails		X	X
somewhere in-between	X		

4. What impact, if any, has access to OCLC's on-line union catalog had on traditional ILL patterns?

Two answers most often given were faster turn-around time for requests and an increase in the number of requests. Also mentioned was the decrease in dependence on one or two larger institutions.

PART II - OPERATIONS, SECTION XI - DOWN TIME, p. 39

	W.P.I.	WORCESTER STATE	YALE UNIV.
A. Have formalized alternatives for utilization of terminal operator been devised for times when terminal, or system, is down?	no	no	yes

1. Describe

No significant pattern emerged; all routine cataloging activities were mentioned.

THIS PAGE LEFT BLANK INTENTIONALLY

II
Sect. XII
p. 40

II - OPERATIONS, SECTION XII - TALLY OF MONOGRAPHS SEARCHED, p. 40

Number of first time monograph searches for cataloging done on terminal in one week, with percentage found:

S = Searched; F = % Found

	AMHERST COLLEGE		ANDOVER NEWTON		BOSTON UNIV.		BOWDOIN COLLEGE	
	S	F	S	F	S	F	S	F
English language, '68 and later	135	85	64	84	456	80	not provided	
English language, pre-'68	5	100	12	17	45	53		
foreign language, '68 and later	5	80	3	33	76	63		
foreign language, pre-'68	1	100	0	0	46	20		
translations, '68 and later			3	67	16	56		
translations, pre-'68			1	100				

PART II - OPERATIONS, SECTION XIII - RECORD OF TIME REQUIRED TO INPUT WORKFORM DATA, p. 41

	AMHERST COLLEGE	ANDOVER NEWTON	BOSTON UNIV.	BOWDOIN COLLEGE
Time required for input	8.8 min.	8.6 min.	8.5 min.	6.0 min.
Time required for revision	1.5 min.	not provided	2.9 min.	3.7 min.

All figures are average of 2 weeks work or 20 workforms.

II - OPERATIONS, SECTION XII - TALLY OF MONOGRAPHS SEARCHED, p. 40

	BROWN UNIV.		CLARK UNIV.		COLBY COLLEGE		CONN. COLLEGE	
Number of first time monograph searches for cataloging done on terminal in one week, with percentage found:	S = Searched; F = % Found *F = LC copy only*							
	S	F	S	F	S	F	S	F
English language, '68 and later	165	54	152	92	70	80	72	88
English language, pre-'68	11	36	51	90	8	13	14	71
foreign language, '68 and later	26	65	21	14	4	14	4	100
foreign language, pre-'68	2	100			10	30	2	100
translations, '68 and later			2	50	1	100		
translations, pre-'68	1	100						

PART II - OPERATIONS, SECTION XIII - RECORD OF TIME REQUIRED TO INPUT WORKFORM DATA, p. 41

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
Time required for input	8.3 min.	8.2 min.	7.9 min.	11.2 min.
Time required for revision	2.3 min.	2.8 min.	not provided	not provided

All figures are average of 2 weeks work or 20 workforms.

II - OPERATIONS, SECTION XII - TALLY OF MONOGRAPHS SEARCHED, p. 40

	CONN. STATE LIB.		UNIV. OF CONN.		CURRY COLLEGE		DARTMOUTH COLLEGE	
Number of first time monograph searches for cataloging done on terminal in one week, with percentage found:	S = Searched; F = % Found							
	S	F	S	F	S	F	S	F
English language, '68 and later	172	94	142	82	85	93	171	82
English language, pre-'68	10	100	55	73	7	100	11	54
foreign language, '68 and later			26	54			18	50
foreign language, pre-'68			9	44			11	9
translations, '68 and later			4	100	2	100	9	100
translations, pre-'68					1	100		

PART II - OPERATIONS, SECTION XIII - RECORD OF TIME REQUIRED TO INPUT WORKFORM DATA, p. 41

	CONN. STATE LIB.	UNIV. OF CONN	CURRY COLLEGE	DARTMOUTH COLLEGE
Time required for input	18.5 min.	9.4 min.	6.4 min.	6.8 min.
Time required for revision	1.5 min.	not provided	not provided	2.6 min.

All figures are average of 2 weeks work or 20 workforms.

II - OPERATIONS, SECTION XII - TALLY OF MONOGRAPHS SEARCHED, p. 40

	FAIRFIELD UNIV.		FERGUSON LIBRARY		GORDON-CONWELL		HAMPSHIRE COLLEGE	
Number of first time monograph searches for cataloging done on terminal in one week, with percentage found:	S = Searched; F = % Found							
	S	F	S	F	S	F	S	F
English language, '68 and later	172	99	129	85	68	65	28	75
English language, pre-'68	45	89	13	46	104	26	36	86
foreign language, '68 and later	18	61	6	17	3	33		
foreign language, pre-'68	16	12			8	12		
translations, '68 and later	16	100	3	100	4	75		
translations, pre-'68	28	78			3	0	1	0

PART II - OPERATIONS, SECTION XIII - RECORD OF TIME REQUIRED TO INPUT WORKFORM DATA, p. 41

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
Time required for input	5.4 min.	10.0 min.	8.05 min.	9.4 min.
Time required for revision	n.a.	6.1 min.	1.8 min.	2.5 min.

All figures are average of 2 weeks work or 20 workforms.

II - OPERATIONS, SECTION XII - TALLY OF MONOGRAPHS SEARCHED, p. 40

Number of first time monograph searches for cataloging done on terminal in one week, with percentage found:	HARTFORD PUBLIC		UNIV. OF HARTFORD		HARVARD COLLEGE		HARVARD DIVINITY	
	S = Searched; F = % Found				*figures not complete*			
	S	F	S	F	S	F	S	F
English language, '68 and later	142	94	176	91	84	94	24	49
English language, pre-'68	7	86	18	78	14	100	4	50
foreign language, '68 and later	2	0	1	100	5	0	31	13
foreign language, pre-'68							5	0
translations, '68 and later	9	100	4	100	0	600?	1	0
translations, pre-'68								

PART II - OPERATIONS, SECTION XIII - RECORD OF TIME REQUIRED TO INPUT WORKFOR DATA, p. 41

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
Time required for input	not available	6.1 min.	not available	11.5 min.
Time required for revision		3.2 min.		not provided

All figures are average of 2 weeks work or 20 workforms.

II - OPERATIONS, SECTION XII - TALLY OF MONOGRAPHS SEARCHED, p. 40

	MAINE MARITIME		MAINE STATE LIB.		UNIV. OF MAINE		M.I.T.	
Number of first time monograph searches for cataloging done on terminal in one week, with percentage found:	S = Searched; F = % Found; F* = Number Found							
	S	F	S	F	S	F	S	F*
English language, '68 and later	42	74	128	89	not available		not available	183
English language, pre-'68	7	86	65	66				15
foreign language, '68 and later								10
foreign language, pre-'68								1
translations, '68 and later	1	100	6	83				
translations, pre-'68			6	83				

PART II - OPERATIONS, SECTION XIII - RECORD OF TIME REQUIRED TO INPUT WORKFORM DATA, p. 41

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
Time required for input	13.3 min.	6.7 min.	10.5 min.	not provided
Time required for revision	not provided	not provided	not provided	

All figures are average of 2 weeks work or 20 workforms.

II - OPERATIONS, SECTION XII - TALLY OF MONOGRAPHS SEARCHED, p. 40

Number of first time monograph searches for cataloging done on terminal in one week, with percentage found:

S = Searched; F = % Found

	MIDDLEBURY COLLEGE		MT. HOLYOKE COLLEGE		UNIV. OF N. HAMP.		NEWTON COLLEGE	
	S	F	S	F	S	F	S	F
English language, '68 and later	142	85	188	84	224	75	not provided	
English language, pre-'68	10	90	22	68	260	48		
foreign language, '68 and later	4	75	17	53	31	77		
foreign language, pre-'68	2	0	6	50	9	11		
translations, '68 and later	11	100	16	81				
translations, pre-'68			2	50	6	83		

PART II - OPERATIONS, SECTION XIII - RECORD OF TIME REQUIRED TO INPUT WORKFOR DATA, p. 41

	MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
Time required for input	8.05 min.	8.6 min.	7.1 min.	not provided
Time required for revision	2.8 min.	not provided	not provided	

All figures are average of 2 weeks work or 20 workforms.

II - OPERATIONS, SECTION XII - TALLY OF MONOGRAPHS SEARCHED, p. 40

	NORTH-EASTERN		PERROT MEMORIAL		PLYMOUTH STATE		R.I. COLLEGE	
Number of first time monograph searches for cataloging done on terminal in one week, with percentage found:	S = Searched; F = % Found							
	S	F	S	F	S	F	S	F
English language, '68 and later	170	95	111	92	not provided		194	92
English language, pre-'68	68	66	22	68			38	82
foreign language, '68 and later	11	82					3	100
foreign language, pre-'68								
translations, '68 and later	3	100					7	86
translations, pre-'68	1	100					2	50

PART II - OPERATIONS, SECTION XIII - RECORD OF TIME REQUIRED TO INPUT WORKFORM DATA, p. 41

	NORTH-EASTERN	PERROT MEMORIAL	PLYMOUTH STATE	R.I. COLLEGE
Time required for input	7.05 min.	9.1 min.	not provided	11.5 min.
Time required for revision	2.9 min.	2.3 min.		3.6 min.

All figures are average of 2 weeks work or 20 workforms.

II - OPERATIONS, SECTION XII - TALLY OF MONOGRAPHS SEARCHED, p. 40

Number of first time monograph searches for cataloging done on terminal in one week, with percentage found:

S = Searched; F = % Found

	R.I. D.S.L.S.		UNIV. OF R.I.		ROGER WILLIAMS		SMITH COLLEGE	
	S	F	S	F	S	F	S	F
English language, '68 and later	102	95	597	85	161	98	174	78
English language, pre-'68	23	83	9	22	8	88	26	73
foreign language, '68 and later			9	11			15	53
foreign language, pre-'68							4	25
translations, '68 and later			7	71				
translations, pre-'68			1	100				

PART II - OPERATIONS, SECTION XIII - RECORD OF TIME REQUIRED TO INPUT WORKFORM DATA, p. 41

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
Time required for input	*workform input eliminated;*	5.8 min.	1.5 min.	10.3 min.
Time required for revision	*too time consuming*	not provided	not provided	3.9 min.

All figures are average of 2 weeks work or 20 workforms.

II - OPERATIONS, SECTION XII - TALLY OF MONOGRAPHS SEARCHED, p. 40

	STRATFORD LIB. ASSN.		TRINITY COLLEGE		TUFTS UNIV.		U.S. NAVAL WAR	
Number of first time monograph searches for cataloging done on terminal in one week, with percentage found:	S = Searched; F = % Found							
	S	F	S	F	S	F	S	F
English language, '68 and later	55	74	93	99	155	91	64	95
English language, pre-'68	14	100	5	80	15	73		
foreign language, '68 and later			3	33				
foreign language, pre-'68			4	100	1	100		
translations, '68 and later	1	100	2	100			3	100
translations, pre-'68	1	0			4	50		

PART II - OPERATIONS, SECTION XIII - RECORD OF TIME REQUIRED TO INPUT WORKFORM DATA, p. 41

	STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
Time required for input	2.1 min.	9.4 min.	8.3 min.	*haven't done enough yet*
Time required for revision	not provided	1.7 min.	5.3 min.	

All figures are average of 2 weeks work or 20 workforms.

II - OPERATIONS, SECTION XII - TALLY OF MONOGRAPHS SEARCHED, p. 40

	UNIV. OF VERMONT		WELLESLEY COLLEGE		WESLEYAN UNIV.		WHEATON COLLEGE	
Number of first time monograph searches for cataloging done on terminal in one week, with percentage found:	S = Searched; F = % Found							
	S	F	S	F	S	F	S	F
English language, '68 and later	485	81	95	78	302	75	124	94
English language, pre-'68	2	100	12	75	7	57	8	88
foreign language, '68 and later	7	28	25	44	53	47	2	100
foreign language, pre-'68			12	0	20	25	1	0
translations, '68 and later	9	78	21	81	3	67	9	100
translations, pre-'68			5	60				

PART II - OPERATIONS, SECTION XIII - RECORD OF TIME REQUIRED TO INPUT WORKFORM DATA, p. 41

	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
Time required for input	5.4 min.	11.6 min.	7.2 min.	6.4 min.
Time required for revision	not provided	4.3 min.	3.2 min.	not provided

All figures are average of 2 weeks work or 20 workforms.

II - OPERATIONS, SECTION XII - TALLY OF MONOGRAPHS SEARCHED, p. 40

S = Searched; F = % Found

Number of first time monograph searches for cataloging done on terminal in one week, with percentage found:	W.P.I.		WORCESTER STATE		YALE UNIV.	
	S	F	S	F	S	F
English language, '68 and later	48	96	26	96	1897	65
English language, pre-'68	5	100	65	51	205	71
foreign language, '68 and later			2	100	470	29
foreign language, pre-'68			9	0	35	43
translations, '68 and later			5	100	30	50
translations, pre-'68	1	100	6	67		

figures for 1 day multiplied by 5

PART II - OPERATIONS, SECTION XIII - RECORD OF TIME REQUIRED TO INPUT WORKFORM DATA, p. 41

	W.P.I.	WORCESTER STATE	YALE UNIV.
Time required for input	9.6 min.	8.6 min.	13.5 min.
Time required for revision	2.2 min.	not provided	3.1 min.

All figures are average of 2 weeks work or 20 workforms.

THIS PAGE LEFT BLANK INTENTIONALLY

II

Sect. XIV

p. 42

	AMHERST COLLEGE		ANDOVER NEWTON		BOSTON UNIV.		BOWDOIN COLLEGE	
Type of record used for card production and range of fields edited, for one week or 100 titles	figures waffled on combination						did not finish	
Card produced without editing								
LC/MARC	10		11		94		1	
member input:								
LCCN & 050	4		5		57		5	
other variations	1		0		5		4	
total		15		15		166		10
Card produced with editing of access fields								
LC/MARC	3		2		8		3	
member input:								
LCCN & 050	3		0		6		3	
other variations	18		1		1		8	
total		24		3		15		14
Card produced with editing of other fields								
LC/MARC	6		4		20		1	
member input:								
LCCN & 050	3		0		4		3	
other variations	13		0		2		6	
total		22		4		26		10
Combination								
LC/MARC	7		0		57		0	
member input:								
LCCN & 050	1		0		29		1	
other variations	44		3		56		8	
total		52		3		115		9

	BROWN UNIV.	CLARK UNIV.	COLBY COLLEGE	CONN. COLLEGE
Type of record used for card production and range of fields edited, for one week or 100 titles	*figures waffled on combination*		*not useable?*	
Card produced without editing				
LC/MARC	3	27		28
member input:				
LCCN & 050	2	6		6
other variations	1	2		5
total	6	35		39
Card produced with editing of access fields				
LC/MARC	16	10		21
member input:				
LCCN & 050	6	-		6
other variations	2	5		7
total	24	15		34
Card produced with editing of other fields				
LC/MARC	19	8		2
member input:				
LCCN & 050	6	1		3
other variations	10	2		3
total	35	11		8
Combination				
LC/MARC	37	10		11
member input:				
LCCN & 050	17	5		3
other variations	38	24		10
total	92	39		24

	CONN. STATE LIB.	UNIV. OF CONN.	CURRY COLLEGE	DARTMOUTH COLLEGE
Type of record used for card production and range of fields edited, for one week or 100 titles				
Card produced without editing				
LC/MARC	-	18	55	-
member input:				
LCCN & 050	-	32	10	-
other variations	-	9	13	-
total	-	59	78	-
Card produced with editing of access fields				
LC/MARC	16	3	-	8
member input:				
LCCN & 050	10	7	-	6
other variations	6	2	4	30
total	32	12	4	44
Card produced with editing of other fields				
LC/MARC	19	5	5	18
member input:				
LCCN & 050	-	1	-	-
other variations	-	2	-	5
total	19	8	5	23
Combination				
LC/MARC	33	13	2	3
member input:				
LCCN & 050	3	4	3	-
other variations	13	4	8	5
total	49	22	13	8

	FAIRFIELD UNIV.	FERGUSON LIBRARY	GORDON-CONWELL	HAMPSHIRE COLLEGE
Type of record used for card production and range of fields edited, for one week or 100 titles				
Card produced without editing				
LC/MARC	45	36	78	20
member input:				
LCCN & 050	2	-	4	2
other variations	3	10	0	2
total	50	46	82	24
Card produced with editing of access fields				
LC/MARC	15	20	-	2
member input:				
LCCN & 050	5	1	-	3
other variations	16	8	-	6
total	36	29	-	11
Card produced with editing of other fields				
LC/MARC	5	23	1	-
member input:				
LCCN & 050	1	-	0	-
other variations	1	-	0	4
total	7	23	1	4
Combination				
LC/MARC	3	19	1	2
member input:				
LCCN & 050	-	-	1	3
other variations	4	6	16	9
total	7	25	18	14

	HARTFORD PUBLIC	UNIV. OF HARTFORD	HARVARD COLLEGE	HARVARD DIVINITY
Type of record used for card production and range of fields edited, for one week or 100 titles				
Card produced without editing				
LC/MARC	15	61	30	4
member input:				
LCCN & 050	-	2	1	4
other variations	-	1	-	41
total	15	64	31	49
Card produced with editing of access fields				
LC/MARC	55	12	10	6
member input:				
LCCN & 050	5	6	1	29
other variations	25	2	-	6
total	85	20	11	41
Card produced with editing of other fields				
LC/MARC	20	3	3	12
member input:				
LCCN & 050	-	5	-	8
other variations	3	1	-	4
total	23	9	3	24
Combination				
LC/MARC	22	5	55	7
member input:				
LCCN & 050	4	2	2	24
other variations	9	1	4	3
total	35	8	61	34

	MAINE MARITIME	MAINE STATE LIB.	UNIV. OF MAINE	M.I.T.
Type of record used for card production and range of fields edited, for one week or 100 titles				
Card produced without editing				
LC/MARC	20	22	70	71
member input:				
LCCN & 050	3	4	2	14
other variations	6	4	10	1
total	29	30	82	86
Card produced with editing of access fields				
LC/MARC	4	24	1	76
member input:				
LCCN & 050	-	3	-	40
other variations	-	4	-	102
total	4	31	1	218
Card produced with editing of other fields				
LC/MARC	-	10	4	36
member input:				
LCCN & 050	-	3	2	25
other variations	1	5	1	33
total	1	18	7	94
Combination				
LC/MARC	-	24	1	not provided
member input:				
LCCN & 050	-	1	-	not provided
other variations	5	-	7	not provided
total	5	25	8	

	MIDDLEBURY COLLEGE	MT. HOLYOKE COLLEGE	UNIV. OF N. HAMP.	NEWTON COLLEGE
Type of record used for card production and range of fields edited, for one week or 100 titles				not provided
Card produced without editing				
LC/MARC	16	68	20	
member input:				
LCCN & 050	2	8	1	
other variations	5	8	1	
total	23	84	22	
Card produced with editing of access fields				
LC/MARC	9	48	15	
member input:				
LCCN & 050	1	6	2	
other variations	9	29	-	
total	19	83	17	
Card produced with editing of other fields				
LC/MARC	16	54	4	
member input:				
LCCN & 050	2	4	2	
other variations	11	10	2	
total	29	68	8	
Combination				
LC/MARC	17	not provided	5	
member input:				
LCCN & 050	1	not provided	1	
other variations	10	not provided	4	
total	28		10	

	NORTH-EASTERN		PERROT MEMORIAL		PLYMOUTH STATE	R.I. COLLEGE	
Type of record used for card production and range of fields edited, for one week or 100 titles					not provided		
Card produced without editing							
LC/MARC	91		-			78	
member input:							
LCCN & 050	4		-			9	
other variations	4		-			22	
total		99		-			109
Card produced with editing of access fields							
LC/MARC	3		10			7	
member input:							
LCCN & 050	10		90			1	
other variations	13		34			4	
total		26		134			12
Card produced with editing of other fields							
LC/MARC	1		1			17	
member input:							
LCCN & 050	2		12			4	
other variations	2		7			6	
total		5		20			27
Combination							
LC/MARC	2		-			6	
member input:							
LCCN & 050	3		-			1	
other variations	10		-			10	
total		15		-			17

	R.I. D.S.L.S.	UNIV. OF R.I.	ROGER WILLIAMS	SMITH COLLEGE
Type of record used for card production and range of fields edited, for one week or 100 titles	*CIP input			
Card produced without editing				
LC/MARC	-	71	52	32
member input:				
LCCN & 050	-	11	2	15
other variations	*-	-	4	3
total	-	82	58	50
Card produced with editing of access fields				
LC/MARC	40	13	9	7
member input:				
LCCN & 050	-	-	6	-
other variations	*21	-	4	-
total	61	13	19	7
Card produced with editing of other fields				
LC/MARC	7	5	5	4
member input:				
LCCN & 050	-	-	-	1
other variations	*16	-	6	3
total	23	5	11	8
Combination				
LC/MARC	-	-	6	11
member input:				
LCCN & 050	-	-	-	6
other variations	*-	-	6	16
total	-	-	12	33

	STRATFORD LIB. ASSN.	TRINITY COLLEGE	TUFTS UNIV.	U.S. NAVAL WAR
Type of record used for card production and range of fields edited, for one week or 100 titles				
Card produced without editing				
LC/MARC	46	60	51	42
member input:				
LCCN & 050	1	5	6	10
other variations	3	2	2	2
total	50	67	59	54
Card produced with editing of access fields				
LC/MARC	20	3	6	-
member input:				
LCCN & 050	1	1	5	-
other variations	11	3	4	-
total	32	7	15	-
Card produced with editing of other fields				
LC/MARC	15	4	14	-
member input:				
LCCN & 050	-	1	1	-
other variations	1	-	-	-
total	16	5	15	-
Combination				
LC/MARC	1	4	1	1
member input:				
LCCN & 050	-	1	-	6
other variations	-	14	4	3
total	1	19	5	10

Type of record used for card production and range of fields edited, for one week or 100 titles	UNIV. OF VERMONT	WELLESLEY COLLEGE	WESLEYAN UNIV.	WHEATON COLLEGE
Card produced without editing				
LC/MARC	72	42	60	62
member input:				
LCCN & 050	8	6	7	2
other variations	32	1	-	3
total	112	49	67	67
Card produced with editing of access fields				
LC/MARC	8	12	3	5
member input:				
LCCN & 050	3	3	2	1
other variations	5	3	-	4
total	16	18	5	10
Card produced with editing of other fields				
LC/MARC	36	-	11	28
member input:				
LCCN & 050	4	1	2	-
other variations	9	-	2	-
total	49	1	15	28
Combination				
LC/MARC	7	7	4	-
member input:				
LCCN & 050	12	3	1	-
other variations	15	21	7	5
total	34	31	12	5

	W.P.I.		WORCESTER STATE	YALE UNIV.	
Type of record used for card production and range of fields edited, for one week or 100 titles			answer sheet missing		
Card produced without editing					
LC/MARC	3			26	
member input:					
LCCN & 050	13			-	
other variations	-			1	
total		16			27
Card produced with editing of access fields					
LC/MARC	1			44	
member input:					
LCCN & 050	2			-	
other variations	-			6	
total		3			50
Card produced with editing of other fields					
LC/MARC	1			17	
member input:					
LCCN & 050	2			2	
other variations	-			-	
total		3			21
Combination					
LC/MARC	1			15	
member input:					
LCCN & 050	10			2	
other variations	-			2	
total		11			19